STATE MEETING LIAISON

The State Meeting Liaison is the previous State Meeting Chair. They work with the present and future Co-Chairs assisting them during the planning stages of their State Meeting. The President is kept informed of all developments.

Calls: Remind the State Meeting Chair when the Calls are due to the Newsletter Editor

First Call – Includes the dates, hotel location, room rates and the State Meeting Co-Chairs' contact information. Forward to the Editor for the May/June, July /August issues of the Presidential Papers

Second Call – Includes information about workshops, entertainment, special activities, etc. Forward to the Editor for the May/June, Sept/Oct, Nov/Dec, Jan/Feb and the Mar/Apr issues of the year before the State Meeting.

Third Call – This is the official invitation. Includes the hotel's room reservation procedures and deadline, directions, the weekend's agenda, all activities, times and locations, the Registration form, the Newsletter and Club Scrapbook Page Contests information, the Show & Sell Vendor Contract forms, the club Ad contract for the Program Booklet and all other pertinent information.

- The State Meeting Chair emails the first draft to the President and the State Meeting Liaison, for their review and comments, by no later than the Midterm Executive Board Meeting,
- After corrections are completed, the official Third Call is set as a PDF for electronic mailing.
- Third Call is emailed by **December 1st** to the Officers, Executive Board Members, Club Presidents, State Representatives and the Multiples of America (NOMOTC) Executive office.
- A hard copy is mailed to board members without an email address.
- Forward the Third Call file to the Webmaster, to post on the website.

Reminders: For follow up reminders, refer to the Two Year Schedule for the State Meeting Chairs included in the Guidelines. See next page

Evaluation Forms: the State Meeting Chair mails the forms to the current Advisor, within one month after the meeting.

Newsletter Articles: Encourage clubs to host a future State Meeting.

Files: reports, correspondence and the badge are returned to the Procedure Manual Chair at the end of your term.

Two-Year Schedule for the Present and Future State Meeting Chairs

Two years prior to the State Meeting:

- ✓ Discuss hosting the State Meeting; refer to the State Meeting Guidelines in the Procedure Manual
- ✓ Establish the Host Committee and the theme; check the dates to avoid conflicts with holidays
- ✓ Inform the President of your intentions to bid
- ✓ Attend the State Meeting to present the bid
- ✓ After bid is accepted, the Co-Chairs attend the Sunday Executive Board Meeting to request the Loan and receive their badges. Procedure Manual is on the website.

Spring/Summer

- ✓ Set up the State Meeting bank account
- ✓ Review the State Meeting Guidelines, NYSOMOTC Bylaws and Standing Rules
- ✓ Set up meetings with the hotel's Sales Manager to fine tune the contract negotiations. Take notes of all discussions.
- ✓ Prepare a budget. Refer to the previous state meeting's Final Report for Income & Expenses
- ✓ Create the theme and the logo that will identify the State Meeting
- ✓ Meet with the Host Committee chairs to set up a plan of action
- ✓ Send First Call to the Newsletter Editor and to the Webmaster
- ✓ Show & Sell Chair begins to recruit local vendors

September

- ✓ The Co-Chairs register to attend the Midterm Executive Board Meeting
- ✓ Contract negotiations with the hotel should be more defined at this point in time

October

- ✓ Present a progress report at the Midterm Executive Board Meeting. Provide eight (8) copies - one each for the Officers and the Minutes Approval.
- ✓ Hotel contract with all written agreements should be signed by this time.
- ✓ Send article to the Newsletter Editor and to the Webmaster

December

- ✓ Send article to the Newsletter Editor and to the Webmaster

January thru March

- ✓ Finalize the workshops.
- ✓ Plan the skit presentation to the membership in April.
- ✓ Host Club members should attend the State Meeting to present the skit and familiarize themselves with the weekend's activities.
- ✓ Obtain literature from your hotel and local attractions to enhance the skit.
- ✓ Raffles Chair purchases tickets for the 'Free Room' raffle.
- ✓ Create a certificate to give to the winner (a copy for the State Meeting Chair). Other prizes may be added to enhance this fundraiser
- ✓ Confirm the raffle table you need with the current State Meeting Chair

April – One year prior to your State Meeting:

- ✓ Attend the State Meeting, including the Friday & Sunday's Executive Board Meetings – present a written activity report. Provide eight (8) copies- one each for the Officers and Minutes Approval Committee
- ✓ Sell tickets for the 'Free Room/2 nights' raffle on Friday, during the On-site Registration - 9AM to 6PM
- ✓ If schedule allows it, follow the current State Meeting Chair to learn what goes on and what to expect
- ✓ Present the invitation skit at the Saturday General Meeting
- ✓ Select the raffle winners during Saturday's General Meeting afternoon session; consult the President for the appropriate time.
- ✓ At the conclusion of the meeting, the current and next State Meeting Co- Chairs and the Procedure Manual Chair meet to collect and pack the plastic bins holding the equipment and the Ballot Box, for the next year's meeting.
- ✓ Sign the Equipment Inventory List provided by the Procedure Manual Chair

May thru August

- ✓ Send Second Call to the Newsletter Editor and to the Webmaster to post on the website
- ✓ Meet with the various committees to follow up on all the plans and activities
- ✓ Confirm the workshop presenters, dates and time of the sessions.
- ✓ State workshop - Club Presidents & State Reps: confirm the moderator at the Midterm Executive Board Meeting
- ✓ Begin typing the first draft of the Third Call
- ✓ Show & Sell Chair recruits local vendors and keeps a list of names & addresses

September

- ✓ Register to attend the Midterm Executive Board Meeting
- ✓ Third Call draft should be near completion. Include the Show & Sell vendor contract form, the Club's Ad form, the newsletter and club scrapbook page contests' rules and entry forms, the list of State Meeting sites with the registration form.
- ✓ Make preliminary arrangements with a DJ for Saturday Night. Request a contract.

October

- ✓ Finish the first draft of Third Call; email a copy to the President and the State Meeting Liaison for their review
- ✓ Attend the Midterm Executive Board Meeting and present a written activity report.
- ✓ Confirm the arrangements as listed in "To Do List" of these Guidelines.
- ✓ You may do a 50/50 raffle. Consult the President.
- ✓ If you are the previous State Meeting Co-Chairs – prepare the Final Report; distribute copies to the board members in attendance. Prepare the overage check to be given to the next year's State Meeting Chair.
- ✓ If you are next year's Chair – obtain the Final Report and the overage check from the previous Chair.
- ✓ Send the 2nd Call to the Newsletter Editor and to the Webmaster

November

- ✓ Once approved by the President, make the final corrections/updates to the Third Call.
- ✓ Mailing (see below) may be completed before the designated deadline.

December

- ✓ Email the Third Call by **December 1st** to the Officers, Executive Board, the Past Presidents, the Club Presidents, State Representatives and the Multiples of America (NOMOTC) Executive Office.
- ✓ Forward the Third Call file to the Webmaster to be published on the website
- ✓ Send a hard copy via regular mail to the board members without an email address.

January

- ✓ Review the State Meeting Guidelines
- ✓ The Co-Chairs should arrange a meeting at the hotel with the host committee to inspect the facilities and rooms for the various events. The Co-Chairs should note the committees' requests so they can be discussed with the Events Manager
- ✓ Begin typing the Program Booklet; start researching local printers and obtain printing cost estimates
- ✓ Raffles and Hospitality Chairs should begin to search and request donations
- ✓ Show & Sell Chair mails contract to commercial vendors.
- ✓ Ditty Bags Chair begins collection of items – optional

February

- ✓ Follow up with the Host Committee' work progress.
- ✓ Re-confirm date and location with the DJ for Saturday's closing party
- ✓ Re-confirm arrangements with all the workshops' presenters
- ✓ Check with Raffles Chair to purchase the ticket rolls and prepare the list of prizes
- ✓ Send an invitation letter to the local town or city official requesting their attendance at the Opening Ceremonies, to welcome the membership.
- ✓ Contact a local Scouts troop, to present the Colors at the Opening Ceremonies.
- ✓ Forward contact information on local newspapers and media sources to the Publicity Chair.

March

- ✓ Registration Chair tallies the registrations; prepares the Attendance List (including members with food allergies) and forwards a copy to the Parliamentarian and the President. They prepare the nametags, the Evaluation Form, folders and the Sign In registration sheets; prints the Member's Choice ballots for the Club Scrapbook Page Contest and adds one in each registration envelope.
- ✓ All monies from the registrations and booklet ads are deposited on a regular and timely basis
- ✓ Co-Chairs meet with the Event Manager to discuss room assignments for the President and the "Free Room" winner; review the list of special dietary requests; request that clubs be grouped on the same floor; request updates on the room reservations
- ✓ Provide the President their room confirmation number when available.
- ✓ Show & Sell Chair should send the vendors' checks/money orders to the NYSOMOTC Treasurer via Certified/Return Receipt Mail
- ✓ State Meeting Chair confirms the number of tables needed by the various committee chairs
- ✓ All seating arrangements, list of donors and S&S vendors must be completed for the Program Booklet
- ✓ Cancellations or changes: the State Meeting Chair works with the Registration Chair on handling cancellations or changes on an individual basis. Keep a list of the members. Inform them that the registration fee is non- refundable. Refunds on any activities may be issued only after the State Meeting hotel bills are fully paid and depend on the availability of remaining funds.
- ✓ Assemble the ditty bags – if applicable

Early April (Before the State Meeting)

- ✓ Confirm the Friday Night and Saturday Luncheon entertainment (if applicable) and the Saturday Night DJ
- ✓ Confirm the availability of the Hospitality room and other rooms for any deliveries
- ✓ Flowers for Memorial Service – silk red roses (kept in the equipment bins)
- ✓ Installation Ceremony – 5 silk flower corsages (4 for the Officers + 1 for the Installing Officer)
- ✓ President may request you to order a small arrangement (from your local florist) for the Rec. Secretary. This is paid by the NYSOMOTC Treasurer. Request a refund using the voucher form.
- ✓ Finish and print the Program booklet. Secure an extra copy for the Archivist
- ✓ Check that the committees have completed their tasks
- ✓ Publicity for the State Meeting to be posted on social media
- ✓ Check that raffle prizes, tickets and containers are ready
- ✓ Registration Chair should be ready with all materials.
- ✓ Inform the Membership Pins Chair of any late registrants.

April (At the State Meeting)

- ✓ Attend the Friday Executive Board Meeting; present a report and the checks for the State Meeting Loan refund, the per person Assessment Fee and the Show & Sell vendor tables' report.
- ✓ Oversee all the weekend activities.
- ✓ Nametags must be worn and should be checked at all activities.
- ✓ Registration Sign-In Sheets are transferred to the Membership Pins Chair before the pin's presentation is held.
- ✓ After the Saturday General Meeting concludes, the current Co-Chairs meet with the next year's Co-Chairs to transfer the ballot box, the flags, poles, stands and plastic bins holding the State Meeting equipment.
- ✓ Sign the Equipment Transfer Form provided by the Procedure Manual Chair
- ✓ Attend the Sunday Executive Board Meeting and present the Show & Sell final report.
- ✓ Provide a copy of the logo cover to the Rec. Secretary to be used for the State Meeting Minutes
- ✓ Give an extra copy of the Program Booklet to the Archivist

May through September (following the State Meeting)

- ✓ Send the Evaluation Forms to the Advisor within one month after your State Meeting
- ✓ Request the Host Committee chairs to provide you a final summary of their activity
- ✓ Treasurer prepares a detailed financial report.
- ✓ Type the Final Report. Use same logo cover as for the Program booklet.
- ✓ Register to attend the Midterm Executive Board Meeting.

October/ Midterm Executive Board Meeting

- ✓ The Chair presents the Final Report- a copy is given to each board member.
- ✓ Present the overage check to next year's Chair
- ✓ Your duties conclude and you serve as the next State Meeting Liaison.
- ✓ The state meeting bank account is closed after all checks have cleared.