

STATE MEETING

The State Meeting Chair, assisted by the Co-Chair handles all the hotel negotiations and contacts throughout the two (2) years of preparations. Assisted by the Host Committee, they organize and oversee the activities of the State Meeting, which is held on the last Saturday of April (Bylaws - Art. IX, Sec. 1.) They work with the State Meeting Liaison and the President to insure a smooth running weekend. They act as the liaison between the Host Club and the NYSOMOTC.

Two Years Prior: The future Host Club selects a State Meeting Chair (Bylaws Article VIII Section 4B) who leads the bid presentation on behalf of the club.

- Notify the President requesting to be considered as the future site for the State Meeting (Bylaws Article IX Section 4 A).
- Review the Bylaws, Standing Rules and the State Meeting Guidelines in the Procedure Manual.
- Be prepared to present information to the delegates at the State Meeting.

Sunday Executive Board Meeting: The Co-Chairs attend the Executive Board Meeting to request the State Meeting Loan and receive their badge.

- Confirm with the Parliamentarian that the selected dates are free of conflict.

Host Committee work: The State Meeting Guidelines in the Procedure Manual describe the Host Committee's duties, how to organize the State Meeting and the 2-year work schedule.

Midterm Executive Board Meeting: The Co-Chairs attend this meeting during the two (2) year period. Present a written activity report on the progress of the Host Committee and the plans for the weekend.

State Meeting One (1) Year Prior: The Co-Chairs attend the Friday and Sunday Executive Board Meetings and present a report.

- Conduct your Free Room raffle fundraiser during the Registration hours on Friday.
- Present the invitational skit at the Saturday General Meeting.

Newsletter Articles: 1st and 2nd Calls provide preliminary information on the State Meeting.

Third Call: Email a draft copy to the President and the State Meeting Liaison following the Midterm Executive Board Meeting, before your State Meeting.

- Once it is corrected and approved, the Third Call registration packet is mailed by **December 1st**.
- See the list of recipients in the State Meeting Guidelines

Website: Email the First, Second and Third Call files to the Webmaster to be posted on the website.

Program Booklet: Organize and type the pages early on.

- Obtain the list of participating clubs from the State Committee Chairs.
- Once the registration numbers are finalized, the booklet goes to the printer.

At your State Meeting: The Co-Chairs oversee all the activities.

- Attend the Friday Executive Board Meeting; present a written activity report and the checks for the State Meeting Loan refund and the Assessment Fee (\$1 per-person in attendance).
- Attend the Sunday Executive Board Meeting and present a report on the Show & Sell activity

After your State Meeting: Mail the Evaluation Forms to the Advisor by **June 1st**.

- Prepare the State Meeting's Final Report.
- The former Chair serves as the next State Meeting Liaison.

Midterm Executive Board Meeting: The Co-Chairs attend to present the Final Report and the overage check (should there be remaining funds) to the next State Meeting Chair.

- The Photographer presents the Host Club a flash drive with the collection of photos from their State Meeting.
- Your duties as Co-Chairs conclude at this meeting.

Questions, problems: Consult the State Meeting Liaison and the President.