

LOCAL ARRANGEMENTS COMMITTEE: AGM

General Description

The Local Arrangements Committee works in coordination with the Program Committee and is responsible for all physical arrangements of the Annual General Meeting.

Composition and Term of Office

The Committee Chair is selected by the President one to two years before the AGM and should be a resident of the area in which the meeting is to be held. The chair appoints as many committee members as necessary. The name of the chair is published in the *Newsletter* along with the first announcement of the Annual General Meeting.

The Program Chair/SCA Vice President is the committee's liaison with the Board of Directors. The committee dissolves after the AGM and upon submitting its final report to the Board.

Responsibilities

1. Maintains close ties and coordinates with the Program Committee.
2. Serves as primary liaison with the conference hotel staff, arranging for meals, coordinating meeting room space, relaying audiovisual and room setup requirements, etc.
3. Investigates carefully conference hotel add-on charges (i.e. taxes, services, audio visual equipment, and meeting rooms) so that these costs are fully taken into account in the AGM budget.
4. Consults with Program Committee Chair and the Board about tours, special events, exhibits, or other meeting activities.
5. Prepares text for the AGM program booklet related to Local Arrangements details.
6. Coordinates the creation and distribution of the AGM program booklet, via the SCA website and/or in printed form. The committee shall sell advertising space (using the *Newsletter* fee structure, Section 7-1) in the AGM program booklet to help defray printing expenses.
7. Invites vendors, allied organizations, or local institutions to co-host the opening reception or refreshments during the meeting breaks. note: *SCA funds may never be used to purchase alcoholic beverages.*
8. Sells exhibit space to allied organizations and appropriate vendors.

9. Develop and carry out publicity plan to promote the meeting.
10. Creates and distributes registration materials to the membership at least thirty days before the meeting. Responds to requests from individuals who have not renewed their membership for AGM Registration packets by sending the packet as requested, and referring the individual to the Membership Director to reactivate their membership.
11. Per Bylaw section V.1, written notice of the annual business meeting shall be mailed at least thirty days in advance of the business meeting.
12. Staffs the registration desk at the AGM and prepares related materials, including name badges, registration packets, local area information, etc.
13. Creates, distributes and collects evaluation forms at the AGM.
14. Approves bills for payment and forwards them to the Treasurer. Note: *bills should not be sent to the Treasurer directly by the vendor.*
15. Submits a final report to the Board no later than the Board's next quarterly meeting. This report should include commentary, budget and expenditures, suggestions, copies of promotional literature and publicity, analysis of information gleaned from evaluation forms, etc. Copies of this report should also be sent to the succeeding year's Local Arrangements Committee chair and Program chair.
16. Reviews and makes recommendations for changes to the Local Arrangements section of the SCA Handbook as needed.
15. Chair sends letters of thanks to Local Arrangements Committee members and institutions or organizations when appropriate.
17. Forwards noncurrent records to the SCA archives at the time of the committee's dissolution. This should include a copy of the committee's report the printed program booklet.