

3-15  
AGM SITE SELECTION COMMITTEE

General Description

The Site Selection Committee recommends options to the Board for hotel sites for the Annual General Meeting.

Composition and Term of Office

The President appoints two co-chairs for this Committee: one from northern California and one from southern California. The Chairs may appoint any SCA members to the Committee as necessary.

Responsibilities

1. The cycle of selection should begin two years prior to an AGM.
2. Select a representative sampling of two to four hotels in the location designated by the Board. Possible hotels can be ascertained by contacting the city's Convention and Visitor's Bureau or be suggested by Board or other SCA members.
3. Visit each potential site. Board or other SCA members may be invited to visit sites with the Chairs.
4. Evaluate each potential site according to the AGM Site Selection Checklist (see Handbook section 7-10).

Prepare a comprehensive report on each site for the Board. Include evaluations of all the criteria in the Checklist as well as brochures or other materials provided by the sites. The report shall be presented to the Board no later than the Fall meeting a year and a half prior to the AGM (i.e. Fall 2006 for the 2008 AGM, Fall 2007 for the 2009 AGM, etc.). The Board will be requested to approve a specific hotel.

5. When a hotel has been selected, the Chairs will inform the hotel of the selection, and will turn over finalizing and signing of the meeting contract to the SCA President.
6. The President will ensure contact between the hotel contact/liaison and the Local Arrangements Committee Chair.
7. The selected city and hotel site shall be announced at the AGM business meeting one year in advance, in the *SCA Newsletter*, and posted on the SCA website.

Site Selection Committee: 1/05 lg & gc; 3/2006 Board