

**2015 Chapters Regional Conference (CRC) hosted by the CNY Chapter
Crowne Plaza Hotel (Syracuse, NY)
August 20 – 22, 2015**

CRC General Chair Steve Sill

Conference Arrangements Committee

Vice chair	Bill Walter
Secretary	Charlie Bertuch
Treasurer	Charlie Bertuch
Accommodations	Rae Butler
Attendance	Don Middleton
Hospitality	
Sponsorship	
Reception/Registration	Michael Miller
Publicity	
Webmaster	Richard Kimball

General Chair

The chapter assigned as host chapter to the Chapters Regional Conference (CRC) shall appoint/elect a CRC General Chair who shall serve as the Chapters Regional Conference (CRC) coordinator and shall organize and direct the host chapter Conference Arrangements Committee as defined in this manual (see Conference Arrangements Committee in the next section). The CRC General Chair shall be responsible to the "Director and Regional Chair" (DRC).

The CRC General Chair should maintain an outline of the planning and activities of the conference, which should be given to the General Chair of next year's conference. The General Chair should note carefully the timing suggested by the conference schedule.

The General Chair should appoint subcommittee chairs, delegate responsibilities, and prepare a committee duty roster for all scheduled events and committee functions during the actual course of the conference.

Copies of all materials pertaining to the meeting, especially the program brochure, should be sent to the Director of Member Services at Headquarters.

Within 30 days following the conference the General Chair shall submit a written report, including a financial report, of the conference activities to the DRC, the next CRC General Chair and the president of the next host chapter.

Conference Arrangements Committee

The host chapter shall form a Conference Arrangements Committee with subcommittees as may be required to handle details as outlined in this manual. This committee will be expected to confer frequently with the DRC. The Conference Arrangements Committee is charged with planning, developing, and supervising all technical sessions, special events, sports, entertainment, and companions' activities. Recommended members of the Conference Arrangements Committee under the direction of the General Chair include:

Vice chair (one or more)

Responsible for general support of the Chairman. The Vice Chairman should be able and willing to assume the full duties of the Chairman in the event he cannot fulfill his duties.

Honorary chair/chairs (if appointed)

A distinguished member of the chapter may be designated as an Honorary Chair. Once designated, notice should be made at appropriate functions to recognize the Honorary Chair.

Secretary

A secretary should be provided to keep minutes of the CRC business meetings. After the DRC edits and/or approves the draft, the secretary should type and forward the final minutes to the DRC who, in turn, is responsible for submitting the minutes to the Director of Member Services at Headquarters within 60 days of the conference. Staff will distribute the minutes to the DRC, chapter president, chapter secretary, regional vice chairs, Nominating Committee member and alternate, delegates and alternates within 90 days of the CRC. These minutes should include the names of regional award winners. It is mandatory that a tape recording of the session not be the only record of proceedings. The secretary shall take general notes of the meeting and shall not be expected to provide a verbatim transcript of the proceedings.

Attendance Chair

Responsible for having a monitor at each business session and workshop of the CRC to ensure that the name, chapter affiliation and chapter position of each person present is recorded. The attendance sheets are to be turned over to the DRC at the end of the CRC. (See Appendix D, p. 11 for a recommended attendance report form.)

Accommodations Chair

To enhance cooperation and coordination with the hotel staff, one person should be responsible for all contact with the hotel management.

Hospitality Chair

Responsible for coordinating facilities and refreshments within hotel guidelines, Society rules, and scheduling constraints of the CRC. This chair is responsible for maintaining the hospitality budget within guidelines established by the General Chair.

Finance / Treasurer

Responsible for preparing a preliminary budget as soon as the program of special events is established. Committee chairs should furnish the Finance Chair with an estimate of anticipated expenses in connection with each event for which they are responsible. At the conclusion of the CRC, a complete financial report shall be sent to the DRC for attachment to the CRC minutes.

Reception and Registration Chair

Responsible for staffing registration area at host hotel. Should ensure all registrants and guests are welcomed and provided with orientation and any hospitality tokens in an organized manner.

Publicity Chair

Responsible for solicitation of CRC and event participation. Includes any printing, mailing, and development of promotional collateral.

Sponsorship Chair

Responsible for solicitation of sponsorships from regional businesses and organizations to offset the cost of putting on the conference. This can include solicitation of in-kind gifts and loans of equipment to reduce the costs to the host chapter.

Webmaster

Responsible for creating and maintaining a website for the CRC. This may include the development of web content in cooperation with the Publicity Chair. This may include the development of web based registration packages with society or the chapter's own financial organizations.

Additional suggested activities that may be delegated to a specific chair and/or subcommittee may include responsibilities for:

- Banquet
- Companions
- Decorations
- Entertainment

Social
Sports
Technical
Transportation