

VICE PRESIDENT/PRESIDENT-ELECT

OFFICE RESPONSIBILITIES

- Chair the Conference Planning Committee
 - Appoint the members of the Conference Planning Committee
 - Coordinate the activities of the Conference Planning Committee and make sure that all deadlines are met
- Participate as a voting member on the Executive Board
- Reports regarding the progress on the Conference by preparing information and posting to the website as planned tasks and milestones are completed.
- Prepare a progress report on the Conference before each Executive Board meeting and provide a hard copy for the Secretary
- For reference, maintain documentation useful to a successor and that should be added to the association archive.
- Perform any tasks assigned by the President
- Assume the responsibilities of the President in the event the President is absent or the position of President is vacant
- Award plaque of appreciation to outgoing President after installation as President

COMPOSITION OF CONFERENCE PLANNING COMMITTEE

- LRA President
- LRA Treasurer
- Program Planning Coordinators
 - Librarian
 - Library technician or secretary (Paraprofessional)
 - Instructional Technology and Distance Education Specialists
- Exhibitor Coordinator
- Registration Coordinator
- Entertainment Coordinator
- Local Arrangements Coordinator
- LRA Webmaster
- NCCCS Library Resources Division Representative

PROCEDURES OF CONFERENCE PLANNING COMMITTEE

- I. Prior to the first meeting
 - A. The Vice President appoints the Committee
 - B. The Vice Presidents sends a letter and agenda regarding the first meeting.
The Committee is asked to develop suggestions for a theme, speakers, and session topics.
 - C. The Registration Coordinator inventories supplies and estimates expenses
 - D. The Exhibitor Coordinator estimates expenses
 - E. The Vice President prepares a tentative budget using the previous year's figures and guides
 - F. The Vice President and Entertainment Coordinator develop tentative plans

- G. The Vice President writes a letter to the hotel liaison setting up a master account
- II. Nine to twelve months prior to Conference
- A. The Vice President appoints a Committee member to take minutes of the meetings
 - B. The Committee decides the Conference theme
 - C. The Committee makes preliminary budget decisions, such as:
 - 1. Registration charges and exhibitor fees
 - 2. Allotment of money for speakers (Vice President's decision)
 - 3. Registration and Exhibitor Coordinator's expenses
 - 4. Type of entertainment and amount of expenditure
 - D. The Committee approves the forms for Speaker Contracts and Program Information
 - E. The Committee tours the host hotel. Other information needed for estimates is gathered at this time (electrical and telephone connection, equipment and supplies, etc. supplied by the hotel)
 - F. The Committee discusses possible speakers and sessions
 - G. At the Vice President's discretion, additional meetings may be called
- III. Six to eight months prior to Conference
- A. General Sessions are discussed. The Vice President is in charge of obtaining speakers for these sessions
 - B. The Vice President and Webmaster present designs for the pre-conference brochure and conference program for Committee selection
 - C. The Vice President presents the budget
 - D. The Program Planning Coordinators report on speakers and topics
 - E. The Entertainment Coordinator reports
 - F. The Vice President sets a deadline for receipt of Speaker contracts and Program Information forms
 - G. The Vice President presents a tentative Conference schedule
- IV. Four months prior to Conference
- A. The Exhibitor invitation letters are mailed
 - B. The Registration Coordinator sends letters advertising the Conference and requesting host city information
- V. Three months prior to Conference
- A. Early in the month, all Speaker Contracts should be received by the Vice President and the final program set. A copy of the schedule is sent to the Committee for corrections
 - B. The Vice President develops the pre-conference brochure and has the Webmaster post to the LRA Website
 - C. The Registration Coordinator orders any supplies needed
- VI. Two months prior to Conference
- A. The Vice President presents the pre-conference brochure
 - B. The Vice President assigns rooms for sessions and presents Conference Program Information to the Committee for approval
 - C. The Committee reviews Speaker Contracts, assesses equipment needs, and makes arrangements
 - D. Reports and problems are presented and discussed

- E. The Vice President invites dignitaries to attend the Conference
- VII. Six weeks prior to Conference
- A. The pre-conference brochure is posted on the LRA webpage
 - B. The Registration Coordinator recruits volunteers to staff the Registration table at the Conference
 - C. The Entertainment Coordinator has arranged for break time refreshments and the reception with the hotel contact two months prior to conference opening date
 - D. The Vice President double-checks all arrangements with the hotel
- VIII. Month prior to Conference
- A. The Registration Coordinator receives and records pre-registration information and monies
 - B. The Vice President assigns volunteers to prepare signs for the sessions
 - C. The Registration and Exhibitor Coordinators assemble materials for the Conference packets
 - D. The Conference packets are stuffed
 - E. The program is sent to the printer
 - F. The Vice President writes a letter to all moderators explaining their responsibilities
 - G. The Vice President works with the hotel staff on seating, logistics, etc
 - H. The Vice President chooses a Conference photographer and assigns equipment coordinators
 - I. The Committee makes final determination of equipment needs for the Conference and any remaining problems are cleared
- IX. At the beginning of the Conference
- A. The Committee meets prior to the opening of the Conference to resolve any problems
 - B. The Exhibitor Coordinator works with the hotel staff and exhibitors to set up the Exhibits area
 - C. The Registration Coordinator setups and assembles staffing for the registration table
- X. After the Conference
- A. The new President writes thank-you letters
 - B. Evaluation forms are tabulated and a summary is prepared
 - C. All bills are paid

SUPPLEMENT: CONFERENCE REGISTRATION PROCEDURES

DEADLINES

- Four months prior:
 - Send letters to periodicals listing conference theme and dates to be included in their Calendar of Events sections.
 - Send letter to Chamber of Commerce of host city requesting local information, maps, etc. for inclusion in Conference packets.
- Six to eight weeks prior:
 - Send letters to the District Directors requesting volunteers to man the Registration desk. Include a schedule of hours to be worked. Ask the Directors to contact each institution in their District.

- Work with the Exhibitor Coordinator regarding exhibitor registration and packets. Have receipts printed. Send exhibitor receipts to the Treasurer.
- Six weeks prior and ongoing through the Conference end date
 - Tally incoming pre-registration information and monies. Begin receipt numbering with #1.
 - Keep an accurate account of memberships paid (name, institution, and address).
- Month of Conference
 - Prepare packets for distribution.
 - With Treasurer's help, set up a savings account at the local Credit Union for deposit of registration monies.
 - Prepare blank registration forms and supplies for on-site registration.
 - Man registration desk at Conference, coordinating volunteers.

PROCEDURES FOR PRE-REGISTERED ATTENDEES

- Collect any unpaid registration fees (packets will be tagged)
- Record any receipts on tally sheets and write receipt
- Hand out packet

PROCEDURES FOR ON-SITE REGISTRATION

- Provide blank registration form
- Receive completed form and money
- Record amount received on tally sheet. Scholarship donations and meal/event payments may also be recorded on running lists.
- Write receipt. Receipt number should match tally sheet number. Amount of check or money received should match amount shown on registration form, tally sheet and receipt.
- Prepare a nametag. Use LRA membership cards for those paying dues, blank cards for others.
- Hand registrant receipt, packet and nametag. Include ticket(s) for those paying for meals/special events.

RUNNING THE REGISTRATION DESK

- Use the tally sheets to record the amount received in each column. Tally results total and record at the end of the day. Count all monies received.
- If money is not received at registration, note this on tally sheet beside correct receipt number. When a check is received record "CK" and the check number beside the receipt number
- During busy hours, a minimum of four people are needed at the desk - one worker hands out preregistered packets; one hands out blank registration forms, receives completed forms, and records receipts on tally sheets; one receives monies and writes an itemized receipt from the form; and one worker will prepare and hand out meal tickets and name tags.
- It is very helpful to have the Preregistration packets at a site at least six feet away from the on-site

Registration desk.

- Large signs are needed to identify Preregistration and on-site Registration sites.
- The candidate(s) running for Treasurer should be asked to provide him/herself and one additional person to work registration. The current Treasurer may also wish to work registration.
- At least one person should be at the registration desk to handle lost and found, and to answer questions and give directions.
- A separate zippered money bag is needed for each day's receipts to be deposited in the hotel's safe. Each day's monies should be reconciled independently to help in auditing.
- The Awards Committee may wish to place a person at the registration desk.

AFTER THE CONFERENCE

- Count and balance the tally sheets.
- Send yellow copies of written receipts to Treasurer.
- Send the Treasurer a copy of the tally sheets.
- Transfer the temporary savings account fund to the NCCCLRA checking account. Contact the Treasurer for the account number.
- Send Membership Chair a list of names and schools and/or addresses of those who paid their dues during the registration process.

SUPPLEMENT: EXHIBITOR COORDINATION

- The Exhibitor Coordinator(s) are appointed by the Vice-President, but may recruit additional help.
- The current Coordinator(s) may meet with the Site Selection Committee if requested to provide information on adequate Exhibitor facilities.

PROCEDURES

- Keep a current list of exhibitors and addresses.
- Prepare a letter of invitation using NCCCLRA stationery and get it approved by the Executive Board.
 - Give date and location of conference.
 - Give conference room rates and note reservation cut-off date.
 - Give fee per table, exhibit hours, and set-up time.
 - Obtain and include hotel brochures and room reservation cards.
 - Prepare and include an exhibitor application form.
- Mail invitations no later than four months prior to conference.
- Reconcile any "undeliverable" letters which are returned.
- Receive responses from exhibitors.
 - Make copies of checks and applications.
 - Send checks to Treasurer by "registered" or "return receipt requested" mail (Checks may be batched).

- Send a copy of the applications to the Vice President.
- Use the applications to determine number of tables requested, equipment needs, telephone and electrical connections needed, etc.
- Visit conference site and get information from hotel/host staff.
 - Get a floor plan or blueprint of the exhibit area.
 - Note location of loading dock, telephones, rest room, etc.
 - Determine "set-up time" and "break-down time."
 - Arrange for contact and procedures for shipment/receiving of exhibitor materials/equipment to the site.
 - Arrange for security.
 - Get prices charged for tables, drapes, set-ups.
- Prepare layout of the exhibit area.
 - Designate and number tables, including a exhibitor registration table.
 - Designate and color-code the needed telephone and electrical connections.
 - Allow room for an exhibitor registration area.
 - Make multiple copies of layout for hotel/site staff, planning committee members, and workmen.
 - Make sure adequate chairs, trashcans, ashtrays, etc. are provided.
- Prepare cards with table number and company name. Prepare color-coded cards for placement where telephone and electrical connections are to be made.
- Make sure the exhibitors know who the exhibitor coordinators are, and be available to handle requests or problems.
- Leave free time in program schedule for visits to exhibitors. Arrange for the program breaks to be held in or near the exhibit area. Provide free coffee/soft drinks for exhibitors.
- Before conference ends, visit and thank all exhibitors. Thank hotel staff