

**POLICY GUIDELINES  
COUNTRY WOMEN’S COUNCIL USA**



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## CWC GENERAL MEETING GUIDELINES FOR HOST SOCIETIES

### GUIDELINES FOR CWC/USA AREA MEETING







#### HOST STATE RESPONSIBILITIES:

It is suggested that written invitations should be submitted to the CWC Chairman at least two to three years before the date of the Meeting to allow for ample planning.

Possible sites and information on hotels should also be submitted, as should parking facilities, nearby restaurants and available shuttles from airports.

Host Society shall submit information on TWO or more reasonably priced hotels/motels; these may also be from different locations in the state/area. Transportation costs to the location should be considered. Use the form attached to these guidelines – one for each site.

#### ACCOMMODATION INFORMATION NEEDED: (Fill out check list for each site)

-  Room rates for single, double, quad, including tax. The meeting estimates an attendance of 125-150 using approximately 50-60 rooms, which number shall be reviewed annually with the CWC Chairman.
    - CWC Board members will make their own reservations.
    - It shall be the Host Society's responsibility to watch deadline dates to be able to cancel unneeded rooms in time to avoid unnecessary expense.
    - When there is a complimentary suite or room, it shall be provided for the CWC Chairman and/or special guest. Additional comp room or suite will be given to the Host Society.
  
  -  Board Meeting room large enough to accommodate 20 people, with table. The CWC board will meet for pre and post board meetings.
  
  -  Meeting room large enough to accommodate 150 people, this number to be confirmed by CWC Chairman annually.
  
  -  Banquet Room large enough for approximately 150 people, this number to be confirmed by CWC Chairman annually, with setup for podium and stage area.
  -  Secured room for a silent auction.
- Optional** - Breakout Rooms (2-3), able to accommodate 30-50 persons each. Check with CWC Chairman if needed.
-  Obtain menus for planned meals, including price, tax and gratuities.
    - Is breakfast included with room rate?
    - If meals are prerequisite by hotel to get comp and meeting rooms, a reasonably priced meal package including breakfast is recommended.
    - Host society to provide sales tax exempt number to hotel.

Selection of meals to be made by Host Society with approval of CWC Chairman

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### **PROPERTIES NEEDED:**

- Two registration tables to be staffed by Host Society(s).
- Table for display, distribution, and sale of ACWW and CWC materials. CWC Vice-Chairman will provide the materials, but responsibility for providing change and someone to be in charge of the distribution table shall be that of the Host Society.
- USA flag for meeting room. Arrange with ACWW USA Area President to bring the ACWW flag. In addition, Host Society shall provide stand for ACWW flag.
- Podium and public address system for meeting room and banquet room
- Platform with skirted table and seating for 6-8 persons in meeting room and banquet room.
- Secured room for Silent Auction and ACWW sales table.

### **HOST STATE SHALL:**

- Provide name of the Host Society Coordinator(s) and committee chairs who will work with the CWC Chairman.
- At the CWC Meeting preceding the date of hosting, present an invitation. Packets of information may be handed out. Coordinator is invited to attend the post meeting of the CWC board in order to expedite program planning.
- Contract with Hotel in host society's name, providing their sales tax exempt number. Will provide copy of signed contract to CWC Chairman.
- Supply CWC Chairman with name of hotel contact
- Provide name badges and folder for attendees. It is advisable to contact the local Chamber of Commerce and/or Visitor's Bureau for available resources.
- Work with Editor of CWC's NEWS SHEET in preparing promotional article for January issue; and registration, tours, and travel (plane, train, bus or driving), parking fees, etc. information for the June issue, with copies to CWC Chairman.
- Provide names for two evening entertainment options during the program with final approval of CWC Board; entertainment expenses to come out of host society budget. Be responsible for providing thank you cards/gifts to entertainment.
- At the request of the CWC Chairman, provide a list of recommended speakers, including all costs, to the CWC board.
- Arrange for official greetings. May provide a local group to perform flag ceremony. Notify CWC Chairman of names and titles of such persons for the program book. Be responsible for providing any thank you cards/gifts if deemed necessary.
- Arrange for skirted head table with eight chairs on platform, if possible.
- Pay the cost of any hotel equipment used or meeting room charges.
- Pay all food bills and related expenses incurred at the hotel.
- Pay the cost of any publicity, other than CWC News Sheet.
- Provide registrant and collect registration forms and fees. All checks are to be payable to the Host Society/organization. Prepare list of participants and make copies available for all in attendance.
- Organize and staff silent auction room including collection and payment for items. Provide silent auction forms using CWC sample.
- Organize and staff ACWW and CWC sales table.
- Provide baskets/containers for Pennies collection on last night of CWC Meeting, and for optional Sayre Scholarship collection.

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- Provide containers for evaluation forms and name badges at end of meeting; the forms and badges then being given to CWC Chairman.
- Write check(s) for Pennies for friendship collection, sales table receipts, and silent auction receipts payable to Country Women's Council USA and deliver check(s) to CWC Board during post board meeting.
- Compile and give registration report at the pre-Board meeting, at the General Meeting, with a final written report at the post-Board meeting, using Post meeting report form.
- Compile and provide to the CWC Chairman a copy of your CWC Meeting budget and financial report within 30 days of conclusion of the meeting, for use in future planning.
- To help curtail costs to the Host Society and CWC members, CWC recommends eliminating bags, door prizes, etc. If Host State wishes, a favor may be provided at the banquet.
- All raffles and/or fundraisers desired by hosting society should be presented to the CWC Board for approval prior to the start of the General Meeting.

### **SUGGESTED COMMITTEES FOR HOST SOCIETY:**

- Registration Chair
- Name Badges, and Folders for Participants
- Budget and Financial
- Silent Auction
- ACWW & CWC Sales Table
- Meeting room Properties
- Banquet and meals
- Entertainment
- Tours
- Airport Shuttle Transportation
- Hostesses
  - provide aid to members, guests and presenters
  - be clearly visible
  - collect tickets, when necessary

### **COUNTRY WOMEN'S COUNCIL RESPONSIBILITIES:**

- As part of the Meeting publicity, the host society may provide names and addresses (printed labels or data file) for up to 150 key people in their state to receive the registration and information issue of the CWC NEWS SHEET that will be mailed with the regular bulk mailing of the meeting issue. (As an alternative, the host society may request up to 150 copies to be sent in one package to one address.)
- CWC Chairman will provide official printed programs for the General Meeting, the number to be determined by registration. CWC will provide meeting evaluation forms and a news release.
- Assume the cost of presenters invited by the CWC board, transportation, meals, and lodging. Will provide for parliamentarian, tellers and pages at meeting.

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- CWC Chairman and ACWW USA Area President will preside at all general sessions on the first and second days of the General meeting.
- CWC Chairman will provide head table seating arrangements for business meeting, luncheons, and banquet.
- CWC Board will determine the registration fee.

### **MEETING FEES:**

- All fees, including tour costs, shall be determined by the CWC Board. The registration fee, including one day registration, shall be divided with 60% going to CWC and 40% to the Host Society.
- Late Fees shall be received and retained by the Host Society.
- Fees for Registration, Meals, and Tours are nonrefundable, BUT are transferable after the late fee date.
- Total refunds may be made if requested before the late fee date. Any refunds of registration fees requested after the late fee date but under extenuating circumstances shall be determined by the CWC Board.

### **SUGGESTED TIMETABLE**

#### Three years prior to General Meeting

Host state shall provide 2-3 location and hotel suggestions to CWC Chairman, along with prices of meals available, and possible tour day suggestions. Shall provide name of Meeting Coordinator to CWC Chairman. It is recommended that Coordinator not be the President/Chairman of hosting society.

#### One-and one-half year prior to General Meeting

Select committees and their chairman. Shall prepare budget for Meeting using approximate number of participants expected. Suggest tour day itinerary and prices to CWC Chairman. Work with CWC Chairman to select meals and set tentative registration price. Shall suggest entertainment choices for two evening meals to CWC Chairman.

#### One year prior to General Meeting

Appear at General Meeting to issue invitation to all participants. Meet with CWC Board to expedite plans for next year's meeting. Prepare promotional article for January CWC News Sheet inviting them to your location. Send directly to Editor of News Sheet with copy to CWC Chairman.

#### Six months prior to General Meeting

Work with CWC Editor to prepare for May/June issue of News Sheet, including registration form, description and pictures of entertainment and tour options, travel options, etc. Communicate to CWC Chairman local welcome and flag ceremony information, and names of all host society committee chairmen. Review and prepare for items listed in checklist of host society.

#### General Meeting.

Make a final review of host checklist responsibilities. Present welcome to society participants at General Meeting. Be available to CWC Chairman and Board. Prepare Post Meeting report and

## CWC GENERAL MEETING GUIDELINES FOR HOST SOCIETIES

present to the CWC Board at the post Board meeting immediately following the General Meeting along with all funds due to CWC.

(Revised 9/26/07)

CWC GENERAL MEETING GUIDELINES FOR HOST SOCIETIES



**INFORMATION NEEDED FOR CWC MEETING**

**DATE OF BID** \_\_\_\_\_

**FILL OUT A SEPARATE SHEET FOR EACH LOCATION/HOTEL**

NAME OF HOTEL: \_\_\_\_\_

LOCATION/ADDRESS: \_\_\_\_\_

DATES AVAILABLE: \_\_\_\_\_

ROOM RATES: (for 1-4 in room) \_\_\_\_\_ Double beds? \_\_\_\_\_ Queen beds? \_\_\_\_\_

Irons/ironing boards and coffee pots in rooms? \_\_\_\_\_

COMPLIMENTARY ROOMS: (How many per sleeping nights?) \_\_\_\_\_ SUITE?:

MEETING ROOMS: (Free with how many meals/sleeping rooms?) \_\_\_\_\_

MEALS: (Range of prices) \_\_\_\_\_

Can the lunch menu be used for evening meals? \_\_\_\_\_

Can meal prices be locked in a year in advance?: \_\_\_\_\_ How long in advance?: \_\_\_\_\_

Complimentary breakfast?: \_\_\_\_\_

Walking distance to restaurants? (for meals other than the planned conference events) \_\_\_\_\_

TRANSPORTATION LOGISTICS: (Airports, trains, etc.) \_\_\_\_\_

COST OF AIRPORT SHUTTLE TO HOTEL: \_\_\_\_\_ Contact:

HOTEL PARKING FEES? \_\_\_\_\_ FREE?

PROPERTIES:(Attach list of audio visual costs)

IS PUBLIC ADDRESS SYSTEM INCLUDED WITH THE MEETING ROOM?

CAN EQUIPMENT BE BROUGHT IN? (i.e.: TV/VCR, overheads, etc.)

AREA ATTRACTIONS/TOUR POSSIBILITIES:

APPROXIMATE COSTS:

ADDITIONAL COMMENTS ABOUT SITE:

(Revised 9/26/07)

CWC GENERAL MEETING GUIDELINES FOR HOST SOCIETIES



**CWC General Meeting  
Budget Planner**

<b>Society</b>				
<b>Income</b>				
# Registered				
Registration Fee Including Meals				
Room Rate				
# of Rooms Booked				

<b>Expenses</b>				
Meeting Rooms/Extras				
Meals Included in Registration				
Sleeping Rooms & Meals for Speakers and/or Presenters				
Speakers/Entertainment				
Registration Supplies				
Postage/Phone				
Audio/Visual				
Shuttle Transportation				
Decorations/Favors				
Gifts to Presenters, etc				
Punchbowl Reception				
Misc.				
<b>Total</b>				

**Projected Funds:**

$$\begin{array}{r}
 \underline{\hspace{2cm}} \times \underline{\hspace{2cm}} = \underline{\hspace{2cm}} + \underline{\hspace{2cm}} = \underline{\hspace{2cm}} \\
 \# \text{Participants Expected} \times \text{Registration Fee} = \text{SubTotal} + \text{Donations} = \text{Projected Funds}
 \end{array}$$



CWC GENERAL MEETING GUIDELINES FOR HOST SOCIETIES

**CWC SILENT AUCTION**

Item number: \_\_\_\_\_

Name (optional): \_\_\_\_\_

State: \_\_\_\_\_

Article: \_\_\_\_\_

**Increase bids in \$1.00 increments.**

Minimum bid:

Bid	Name
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____
11. _____	_____
12. _____	_____
13. _____	_____
14. _____	_____
15. _____	_____
16. _____	_____
17. _____	_____
18. _____	_____
19. _____	_____
20. _____	_____

**CWC SILENT AUCTION**

Item number: \_\_\_\_\_

Name (optional): \_\_\_\_\_

State: \_\_\_\_\_

Article: \_\_\_\_\_

**Increase bids in \$1.00 increments.**

Minimum bid:

Bid	Name
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____
11. _____	_____
12. _____	_____
13. _____	_____
14. _____	_____
15. _____	_____
16. _____	_____
17. _____	_____
18. _____	_____
19. _____	_____
20. _____	_____

CWC GENERAL MEETING GUIDELINES FOR HOST SOCIETIES



**CWC POST MEETING REPORT**

Year \_\_\_\_\_

(To be completed by Coordinator & given to CWC Chairman at Post Board meeting.)

Dates of General Meeting: \_\_\_\_\_ Registration Deadline: \_\_\_\_\_

Meeting Hotel: \_\_\_\_\_

Address of Hotel \_\_\_\_\_

Host Society: \_\_\_\_\_

Coordinator: \_\_\_\_\_

Total # of Registrations: \_\_\_\_\_ Amount \$ \_\_\_\_\_

(Includes # \_\_\_\_\_ of 1 day registrations @ \$ \_\_\_\_\_)

Hotel Room Rate: \_\_\_\_\_ Number of Hotel Rooms Used: \_\_\_\_\_

First night \_\_\_\_\_ Second night \_\_\_\_\_ Third night \_\_\_\_\_ Fourth night \_\_\_\_\_

Tour 1 # attending \_\_\_\_\_ Tour 2 - # attending \_\_\_\_\_ Tour 3 - #attending \_\_\_\_\_

Registration Fees: \$ \_\_\_\_\_ One Day \$ \_\_\_\_\_

60% of Reg. Fee Paid to CWC Board \$ \_\_\_\_\_

40% of Reg. fee Retained by host society: \$ \_\_\_\_\_

Late Fees Retained by host society \$ \_\_\_\_\_

Report Completed by \_\_\_\_\_

Coordinator: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

\_\_\_\_\_

For use by board:

Registration Fee: \$ \_\_\_\_\_ Total Bd Expense \$ \_\_\_\_\_

Registered Delegates: \_\_\_\_\_

(Revised 9/26/07)