

NEW MEXICO GARDEN CLUBS, INC.

**Annual Convention,  
Fall Board  
& Fall Executive  
Committee Meeting  
Guide**



**Updated October 2022**

# CONVENTION GUIDELINES

This Convention Manual used as a guide in planning the Annual Convention and the Fall Board Meeting. The basic information was taken from: BYLAWS, NEW MEXICO GARDEN CLUBS, INC. (Revised 2013), GARDEN CLUB MANUAL of NEW MEXICO GARDEN CLUBS, INC. (Revised 2013), and STANDING RULES (Revised 2013) and motions made and passed at meetings that directly relate to this Guide.

Information was compiled and organized in an effort to make your task easier. The Convention Chairman will determine which committees need to be activated for a successful convention. The Spring Annual Convention may require all committees be chaired while the Fall Board Meeting may not require all committees be activated. Each convention/meeting will present its own set of circumstances and this Guide is intended to provide a starting point for planning your event. The job descriptions help designate responsibilities, so work is divided among the various committees. Each Committee Chairman can determine how many workers are needed to accomplish tasks.

The most important thing for the Convention General Chairman to remember is *to work closely with the State President*, to reflect her wishes. The Convention is hosted by a District, but it is a State Convention, and the State President should have the final say on all aspects of the Convention. The same holds true for the Fall Board Meeting – the State President plans meeting and schedule with the help of the host District.

The Convention Guidelines are divided into three sections: **I. Annual Convention, II. Fall Board Meeting and III. Sample Forms and Chairman Duties**

**This Guide was updated October 2022**

**DISTRICT DIRECTOR –Please pass this Guide  
on to the next District Director at the end of your term of office.**

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# **Annual Convention**

## **ANNUAL MEETINGS**

The **ANNUAL CONVENTION** shall be held annually to receive reports, amend Bylaws, conduct other business, and in the odd-numbered years elect officers. The **Annual Convention** shall be held in the spring within eight (8) weeks of the annual convention of National Garden Clubs, Inc.

### **LOCATION OF CONVENTION – Hosted by Districts in Rotation**

The **Annual Convention** is hosted by the Districts in rotation. The accepted rotation is NORTHWESTERN-District I, NORTH CENTRAL-DISTRICT II, NORTHEASTERN-District III, SOUTHWESTERN-District IV and SOUTHEASTERN-DISTRICT V.

**District Director and/or Convention Chairman extends invitation:** The location of the convention shall be rotated in order among the Districts. The District next in rotation shall issue an invitation naming the date and place, pre-arranged with the Executive Committee, for the next convention.

**NOTE: Districts host Convention, but State President has final say on all aspects of the Convention.**

### **DATES FOR CONVENTION**

Convention dates should be set at least one year (preferably two years) in advance. The State President shall be consulted when setting the date for the convention. The date should not interfere with any National Garden Club convention, event, or regional convention. **Districts shall plan their meeting so as to not interfere with New Mexico Garden Clubs Annual Convention dates.**

### **CONVENTION COMMITTEE**

There shall be a **Convention Committee**, with a Convention Chairman and Convention Vice Chairman, with inclusion and consultation of the District Director and approval of the President and First Vice President. The Convention Chair will follow the NMGC CONVENTION GUIDE provided by the District Director. This committee is responsible for selection of the city in which the convention will be held, in consultation with the State President.

### **CONVENTION THEME – DECORATIONS – DOOR PRIZES**

The **Theme for the Convention** is an important part of the planning and should be one of the first decisions. The Theme serves as a guide for much of the planning of programs, badges, decorations, printed program booklet, etc. The **THEME** of the meeting and **REGISTRATION FEE** are decided by the Convention Committee, subject to approval of the State President and the 1st Vice President. This committee issues invitations to local dignitaries appearing on the program, such as mayor, minister, etc., when they have been chosen. **Convention does NOT pay for table decorations or door prizes – cost is covered by hosting district clubs.**

### **CONVENTION CHAIRMAN**

The CONVENTION CHAIRMAN appoints a VICE CHAIRMAN and all other chairmen to serve on the **General Committee**. This committee is responsible for credentials report, registration, badges, printed program, publicity, decorations, corsages, entertainment and other courtesies that the hostess group may wish to extend.

The Convention Chairman is required to make a detailed report of the convention, including a complete financial report: One (1) copy to the State President, one (1) copy to the Director of the hostess district of the next convention and one (1) copy to be retained in files of the district in which the convention is held.

Distribute reports within two (2) months, post convention.

### **CONVENTION MEETING SCHEDULE**

**The Convention belongs to the President of New Mexico Garden Clubs, Inc.** It is the Duty and Prerogative of the State President to Plan the Convention Meeting Schedule. Any changes in the Approved Meeting Schedule must be approved by the State President. The **Meeting Schedule** is published at the same time as the **Registration Form** (see below). The Convention Committee is responsible for preparing both for publication in the NEW MEXICO GARDENER.

NMGC State Convention usually starts the first afternoon with the **State Executive Committee Meeting**. To be followed by **Judges Council Executive Board Meeting, Judges Council General Meeting**, and ending with the **Judges Council Dinner and Program**. The Official Convention begins the next morning and continues until all business has been presented and action/s taken.

### **CALL TO THE CONVENTION**

#### **State President Issues Official Call:**

The State President issues, at least 6 weeks before, the invitational call to the convention to all club Presidents throughout the state; to state officers, chairmen, and past state presidents; invites the National Officers; and plans order of business. The State President's Official Call to the Convention shall be published in the NEW MEXICO GARDENER.

#### **District Director Responsibilities**

The District Director is the official hostess for her District as each District assumes the responsibility of hosting the Annual Convention of New Mexico Garden Clubs, Inc. every fifth year as the meeting is rotated around the state. **It is NOT the duty of the District Director to chair the convention or fall board meeting.** The Region Convention shall be hosted in conjunction with the Annual Convention every fourth year.

#### **District Director and Convention Chairman Invitation to Convention**

The District Director along with Convention Chairman extends a personal invitation to the attendees at the State Convention the year preceding the year at which her District will host a convention. As soon as dates have been set the Convention Chairman sends the dates to the Editor of NEW MEXICO GARDENER for publication well in advance of deadline for publication.

### **ACCOMMODATIONS – PLACE OF MEETING**

Convention Chairman should make all actual contacts with personnel of meeting place, check on required seating arrangements, temperature of the room, microphones. **ALL FINANCIAL ARRANGEMENTS SHOULD BE IN WRITING.** Check with hotel about no charge for the necessary meeting and display rooms, and the customary courtesy suites for State President, National officers, or for the general chairman. The same coordinator should select menus for all meals. Be sure the prices quoted include gratuity and tax.

#### **Meeting Room – Sharing Cost**

In some instances, the meeting place does NOT provide complimentary rooms for convention use. If the same facilities are shared for State Meetings and Judges Council meetings then the daily room rental cost should be divided equally between the two entities, providing both entities are using the same room.

#### **Meals & Catering –**

1. The Convention Chairman works with the Sales and Catering Department of the hotel/motel, selecting

meals to be served for each event indicated by the Convention Chairman. New Mexico Judges Council selects their own menu, but you may be asked to obtain a list of the menus available for them to use. New Mexico Judges Council President will determine the cost of the meal and program to be entered on the Registration Form

2. Select the best menu for the money and get a price that includes sales tax or other taxes and gratuity, so that you have a firm base for cost determination. Get this information so that there is an approximate figure at least 6 months in advance. The meal price is usually padded to help cover the cost of guest speaker and other meeting expenses. Be sure facility can accommodate special dietary needs. The Registration Form should indicate **“Dietary needs” please contact \_\_\_\_\_**” (name of Convention Chairman).

3. Determine from the Catering Department what choices are available in colors for their linens. Then ask hostess clubs (those doing the decorations and favors) for each meal, if they have a preference. Request their colors as indicated to you or, choose a color to coordinate with the centerpieces or convention theme.

4. Turn in the estimated meal count for each meal at a time indicated by the Catering Chairman. Give a final count as your facility requires. Be sure to determine whether or not we are held to pay for your count - or the final head count. The latter is preferable, and a representative of the hotel/motel should count **with you** - both head count and tickets.

### **ACCOUNTING – FINANCE**

The hosting District Treasurer is responsible for all funds both income and expenses for the annual convention.

### **FUNDING CONVENTION**

After determining the date, city, hotel, and finalizing prices with the hotel for meals and equipment rental expenses, also takes into consideration speaker fees and any other expenses to be incurred when putting on a convention. Once expenses are determined then the task of **funding the convention** is the next order of business. **The Convention Committee decides the registration fee.** The first order of business is to prepare a **PROPOSED BUDGET** to determine what expenses need to be covered. Meals, package plans and program prices may need to be padded to cover all expenses. Then you set the **Registration Fee** and create the **Registration Form**.

### **Registration Fee**

This fee is automatically included in the Early Package Plan, Late Package Plan, and Part Time Registration for meetings/programs, or meals. It is listed on the Registration Form for those choosing not to take the package plan. Basic registration fee is NOT returned when a person cancels a reservation. (Details – Sec. III – Accounting-Finance - Registration Fee)

### **Registration Form**

Convention Committee creates the Registration Form and the Meeting Schedule (with approval of the state president) and sends to editor of the NEW MEXICO GARDENER. NOTE: The State President plans the Convention Meeting Schedule.

### **REGISTRATION AND FINANCE**

### **Credentials Report**

The Registration Chairman is responsible for everything pertaining to both advance and late arrival registrations. **She shall supply all information needed to the State President, Credentials and Protocol**

**Chairman.** She is responsible for supplying **copies of the registration list**; one (1) to the State President; one (1) to State Personnel chairman; and one (1) EACH to the five District Directors.

### **Name Tags (Badges)**

Prepare name tag (Badge) for attendees

### **REGISTRATION OF JUDGES COUNCIL EVENTS**

The Registration Chairman receives and records reservations for Judges Council events listed on the Registration Form. Once the two events were combined it became apparent that it was easier to have one registration form and recording of information by the Registration Chairman. **The NM Judges Council President sets the fees for meals and programs and this information is included on the form.** The money is recorded separately and all receipts are totaled, money deducted for cost of meal/s, room rent if applicable, and the balance sent to the New Mexico Judges Council Treasurer. **OR** monies taken in are given to the NM Judges council treasurer. NM Judges Council will then directly pay their portion of the expenses.

**Meeting Room – Sharing Cost:** In some instances the meeting place does NOT provide complimentary rooms for convention use. **If the same facilities are shared** for State Meetings and Judges Council meetings then the cost should be divided equally between the two entities.

### **PRINTING**

The Convention Chairman is responsible for all printing; such as Program Book, meal/program tickets, any printed material necessary for convention use.

### **Convention Program Book**

The host District makes arrangements for the printing of the Program Book. The cost of printing is paid by the convention. The State President shall send the complete agenda to the Convention Chairman well in advance of the convention so that the Program Book can be prepared. She provides the Convention Chairman a list of those presiding, giving the invocation, etc. or otherwise being honored, in ample time to be included in the printed program. The Convention Chairman shall return the Program Book to the State President for her approval **before** the final printing. The District is responsible for having enough program books for all attendees. **Any changes in the Approved Program Book must be approved by the State President.**

### **PROGRAMS**

#### **Annual Convention**

The First Vice President shall serve as Program Chairman in cooperation with the host District for the Annual State Convention. (Also for the Fall Board Meeting if programs are desired.)

Duties of First Vice President:

1. The First Vice President shall obtain signed contracts for speakers with copies for State President, Convention Chairman, and Finance Chairman.
2. The First Vice President shall write convention highlights for The NEW MEXICO GARDENER immediately following the annual convention.

#### **Convention Chairman with the 1<sup>st</sup> Vice President**

They are responsible for selecting programs, speakers, demonstrations, workshops for the Convention.

It has always been suggested that local speakers and programs be scheduled to reduce costs. Discuss the speaker's expenses before engaging one. Local speakers save money because there are no travel expenses and hotel room expenses.

When tentative programs have been decided upon, check with the Convention Chairman and or the state President to schedule the amount of time for each program (following breakfast, lunch, dinner).

Once a program/speaker has been contacted and accepted, then a contract should be drawn up stating agreed upon terms. The First Vice President shall obtain signed contracts for speakers  
(*See Program Contract Sample*)

After programs/speakers have been contracted, start advertising and write ups in The NEW MEXICO GARDNER and local newspapers especially if activities have general interest to which the public is invited.

### **NEW MEXICO JUDGES COUNCIL PROGRAM/S**

The New Mexico Judges Council will select and pay for program speaker/s for their meetings. The Registration Chairman receives and records reservations for New Mexico Judges Council events on the general Registration Form.

### **PROGRAMS** **COURTESIES TO SPEAKER**

When inviting a speaker: give the **date, time, meeting place**, and the **subject** for program, **length of time allotted** for talk, and the **type of audience**.

**FEE and/or MILEAGE** should be discussed. Ask in your first contact what fee is charged, if any. This avoids embarrassment later and is an accepted practice.

A week or so before the meeting, contact the speaker to remind her/him of the time and place of the meeting - arrange transportation, if needed.

Meet your speaker and help her/him to unload material for the program. Also, help at the conclusion to reload materials. **HOSTESS** your speaker: see that the guest is introduced to the members, is shown to her place if a meal is being served and answer any questions.

**BE SURE THE SPEAKER IS NOT LEFT WAITING.** Remember the speaker has planned and prepared material for this program and has given of her/his time.

In a brief **INTRODUCTION** give members a background on the speaker, including correct title and position.

You **INTRODUCE** a guest your organization attendees do NOT know.

You **PRESENT** one with whom they are familiar.

The speaker will be thanked by the President. If he/she receives a fee, hand it to him/her as

inconspicuously as possible. **A written note expressing** appreciation should be sent following the meeting.

### **PROTOCOL – PLACE CARDS**

Protocol at a Convention is handled by the State Protocol Chairman. This chairman is responsible for everything pertaining to proper procedure for a convention.

### **PUBLICITY**

As soon as convention plans are solidified it is extremely important to get information out to club members enticing them to attend the State Convention. Provide meeting schedule and planned programs. Especially stress those activities which could have general interest, and/or to which the public is invited. This publicity is done by State President, 1<sup>st</sup> Vice President, District Director and Convention Chairman.

### **RESOLUTIONS BY RESOLUTIONS CHAIRMAN**

At the final meal, resolutions are given to thank hotel personnel, all committee chairmen. Presently Resolutions are given **only** at the Annual Convention. This person is appointed by the State President.

### **TOTE BAGS**

Tote bags are optional. They are NOT a regularly budgeted convention item. Every city has some merchant, advertiser or Chamber of Commerce that will furnish plastic bags or envelopes to hold Program Book and other items the Host Group may wish to include. Clubs in the host district can be asked to contribute items for Tote Bags.

### **PHOTOGRAPHY**

This is listed last on the committee listing since it is not required that districts have provided or desire to provide this service. State President appoints this person for this task. Convention Committee and the state President determine if a photographer is needed. If needed, Convention Committee looks for someone capable within the district or state to fill this position.

# **Fall Board Meetings**

## **FALL BOARD MEETING**

The **FALL BOARD OF DIRECTORS MEETING** is held annually in the fall. It is set to follow the **National Board Meeting**, generally falls in October.

There shall be a Fall Meeting of the Board of Directors held at a time and place determined by the State President for the purpose of receiving reports, transacting interim business and conducting workshops. (Bylaws, Sec. 3-Meetings)

If any of the designated members composing the Board of Directors are unable to attend an alternate should be chosen as an official representative. (Manual: Board. of Directors Mtgs. Pg.4)

**The Board of Directors desires that voting members attend board meetings.** (Manual: Board of Directors Meetings – pg. 4)

### **LOCATION OF FALL BOARD MEETING**

The State President determines where the meeting is to be held, and will work closely together with the Fall Board Chairman to set up this meeting.

### **DATES FOR FALL BOARD MEETING**

The Fall Board Meeting of NMGC, Inc. is set to follow the National Board Meeting, and generally falls in the month of October. The state President sets this date.

### **FALL BOARD MEETING COMMITTEE**

There shall be a **Fall Board Meeting Committee**, directed by the District Director with approval of the President and First Vice-President. The Fall Board Committee Chair will follow the NMGC Convention Guide provided by the District Director. **Reduced Committees:** The Fall Board Chairman will determine which committees need to be put into service and selects a chairman for that committee. The Fall Board is a shortened meeting, not all committees are necessary. **As with the State Annual Convention, the ultimate decision rests with the State President who determines what is needed to accomplish the purposes of the Fall Board Meeting.**

### **THEME – DECORATIONS – DOOR PRIZES**

Unlike the Annual Convention an overall theme is NOT necessary, as are decorations and door prizes not necessary.

### **FALL BOARD MEETING CHAIRMAN**

The Fall Board Meeting Chairman can appoint an Assistant Chairman and all other chairmen to serve on the **Fall Board Meeting Committee**. This committee is responsible for credentials report, registration, badges, printed program, publicity, and other courtesies that the hostess group may wish to extend. (Not all committees need to be activated.)

### **FALL BOARD MEETING SCHEDULE**

**The Fall Board Meeting belongs to the President of New Mexico Garden Clubs, Inc.** It is the Duty and Prerogative of the State President to Plan the Fall Board Meeting Schedule. Any changes in the Approved Meeting Schedule must be approved by the State President.

The **Meeting Schedule** is published at the same time as the **Registration Form** (see below). The State President is responsible for publishing both in the NEW MEXICO GARDENER.

NMGC Fall Board Meeting starts the first afternoon with **State Executive Committee Meeting, Judges Council Executive Board Meeting, Judges Council General Meeting, and Judges Council Dinner and Program.** The official Fall Board Meeting begins the next morning and continues until all necessary business has been presented and appropriate action taken.

### **CALL TO THE FALL BOARD MEETING**

The State President issues the “Call” to the Fall Board Meeting in accordance with Bylaws.

If any of the designated members composing the Board of Directors are unable to attend, an alternate should be chosen as an official representative.

**The Board of Directors desires that voting members attend board meetings.** (BYLAWS: Manual – Board of Directors Meetings – pg. 4.)

### **District Director Responsibilities**

The State President, in consultation with the District Director, determines where the meeting is to be held, and they work closely together to set up this meeting. (The District Director is the official hostess for her District when her District is asked to host a Fall Board Meeting, **but NOT the Fall Board Meeting Chairman.**)

District Director assists the Fall Board Meeting Committee in the determining **Registration Fee** and creating a **Registration Form.** The District Director is responsible for having the Registration Form and Meeting Schedule printed in the NEW MEXICO GARDENER.

### **ACCOMMODATIONS – PLACE OF MEETING**

One coordinator should make all actual contact with personnel of meeting place, check on required seating arrangement, temperature of the room, microphones. **ALL FINANCIAL ARRANGEMENTS SHOULD BE IN WRITING.** Check with the hotel about no charge for the necessary meeting and display rooms, nor the customary courtesy suites for State President, National officers, or for the general chairman.

### **Meeting Room – Sharing Costs**

In some instances the meeting place does NOT provide complimentary rooms for meetings use. If the same facilities are shared for State Meetings and Judges Council meetings then the room rental cost should be divided equally between the two entities.

### **Meals and Catering –**

1. The Fall Board Meeting Chairman works with the Sales and Catering Department of the hotel/motel, selecting meals to be served for each event. New Mexico Judges Council President selects her own menu, but you may be asked to obtain a list of the menus available for them to use. New Mexico Judges Council will determine the cost of the meal and program to be entered on the Registration Form

2. Select the best menu for the money and get a price that includes sales tax or other taxes and gratuity, so that you have a firm base for cost determination. Get this information so that there is an approximate figure at least 6 months in advance. The meal price is usually padded to help cover the cost of guest speaker and other meeting expenses. Be sure facility can accommodate special dietary needs. The Registration Form should indicate **“Dietary needs” please contact \_\_\_\_\_**” (name of Convention Chairman).

3. Determine from the Catering Department what choices are available in colors for their linens. Then ask hostess clubs (those doing the decorations and favors) for each meal if they have a preference. Request their colors as indicated to you or, choose a color to coordinate with the centerpieces or convention theme.

4. Turn in the estimated meal count for each meal at a time indicated by the Catering Chairman. Give a final count as your facility requires. Be sure to determine whether or not we are held to pay for your count - or the final head count. The latter is preferable, and a representative of the hotel/motel should count **with you**.

### **ACCOUNTING – FINANCE**

The hosting District's Treasurer is responsible for all income and expense accounting for the Fall Board Meeting.

### **FUNDING THE FALL BOARD MEETING**

#### **Proposed Budget:**

After determining the date, city, hotel and finalizing prices with the hotel for meals and equipment rental expenses, also take into consideration speaker/s fees and any other expenses to be incurred. List all expenses that need to be covered by the Registration Fee and Package Plans. Once all expenses are determined then Registration Fee and Form are created.

#### **Registration Fee**

Registration fees for the Fall Board Meeting will be determined by the Director of the host District in consultation with the President. Fees shall be kept to a minimum but must be sufficient to cover necessary expenses. (Bylaws Article VIII – Sec. 3 - Meetings) A **PROPOSED BUDGET** is prepared to determine what expenses need to be covered. Meals/program/s may need to be padded to cover all expenses. After all expenses have been determined in the Budget then the **Registration Fee** is set and is automatically included in the Early Package Plan, Late Package Plan, and Part Time Registration for meal/s, program/s. It is listed on the Registration Form for those choosing not taking package plan. Basic registration fee is NOT returned when a person cancels reservation.

#### **Registration Form**

General Committee creates **Registration Form** and **Meeting Schedule is created by the State President and sent** to the NEW MEXICO GARDENER for publication. ***NOTE: The State President plans the Fall Board Meeting Schedule. Any changes in Schedule must be approved by the State President.***

### **REGISTRATON**

#### **Credentials Report**

The Registration Chairman is responsible for everything pertaining to registrations. She shall supply all information needed to the State President, Credentials and Protocol Chairman. She is responsible for supplying **copies of the registration list**; one (1) to the State President; one (1) to State Personnel chairman; and one (1) EACH to the five District Directors.

#### **Name Tags (Badges)**

Prepare name tag (Badge) for attendees.

### **TOTE BAGS**

Fall Board Meeting – tote bags are NOT Required.

## **REGISTRATION OF JUDGES COUNCIL EVENTS**

The Registration Chairman receives and records reservations for New Mexico Judges Council events listed on the general Registration Form. Since the combining of the two events it became apparent that it was easier to have one registration form and recording of information by the Registration Chairman. The Judges Council President sets the fees for meals and programs. This information is included on the Registration Form. The money is recorded separately and all receipts are totaled, money deducted for cost of meal/s and any other expenses, and the balance given to the New Mexico Judges Council Treasurer. They pay for their program/s. **OR** monies taken in are given to the NM Judges council treasurer. NM Judges Council will then directly pay their portion of the expenses.

**Meeting Room – Sharing Cost:** In some instances the meeting place does NOT provide complimentary rooms for meetings. Cost of room divided equally between NM Judges Council and the state.

## **PRINTING**

The Fall Board Meeting Chairman is responsible for all printing.

## **Program Book**

The Fall Board Meeting Chairman makes arrangements for the printing of the Program Book. The cost of printing is paid by the Fall Board Committee. The State President shall send the complete agenda to the Fall Board Meeting Chairman well in advance of the meeting so that the Program Book can be prepared. She provides the General Chairman a list of those presiding, giving the invocation, or otherwise being honored, in ample time to be included in the printed program. The General Chairman shall return the Program Book to the State President for her approval **before** the final printing. The District is responsible for having enough program books for all attendees. **Any changes in the Approved Program Book must be approved by the State President.**

## **PROGRAMS**

The State President will determine if there is a need for programs during the Fall Board Meeting.

The First Vice-President shall serve as Program Chairman in cooperation with the host District.

1. The First Vice-President shall obtain signed contracts for speakers with copies for State President, Fall Board Meeting General Chairman, and Finance Chairman.
2. Judges Council plans and secures their programs and pay for speakers.

It has always been suggested that local speakers and programs be scheduled to reduce costs. Discuss the speaker's expenses before engaging one. Local speakers save money because there are no travel expenses and hotel room expenses.

When tentative programs have been decided upon, check with the Convention Chairman and or the state President to schedule the amount of time for each program (following breakfast, lunch, dinner).

Once a program/speaker has been contacted and accepted, then a contract should be drawn up stating agreed upon terms. The First Vice President shall obtain signed contracts for speakers  
(*See Program Contract Sample*)

After programs/speakers have been contracted, start advertising and write ups in The NEW MEXICO GARDNER and local newspapers especially if activities have general interest to which the public is invited.

## NEW MEXICO JUDGES COUNCIL PROGRAM/S

The New Mexico Judges Council will select and pay for program speaker/s for their meetings. The Registration Chairman receives and records reservations for New Mexico Judges Council events on the general Registration Form.

## PROGRAMS COURTESIES TO SPEAKER

When inviting a speaker: give the **date, time, meeting place**, and the **subject** for program, **length of time allotted** for talk, and the **type of audience**.

**FEE and/or MILEAGE** should be discussed. Ask in your first contact what fee is charged, if any. This avoids embarrassment later and is accepted practice.

A week or so before the meeting, contact the speaker to remind her/him of the time and place of the meeting - arrange transportation, if needed.

Meet your speaker and help her/him to unload material for the program. Also, help at the conclusion to reload materials. **HOSTESS** your speaker: see that the guest is introduced to the members, is shown to her place if a meal is being served, and answer any questions.

**BE SURE THE SPEAKER IS NOT LEFT WAITING.** Remember the speaker has planned and prepared material for this program and has given of her/his time.

In a brief **INTRODUCTION** give members a background on the speaker, including correct title and position.

You **INTRODUCE** a guest your organization attendees do NOT know.

You **PRESENT** one with whom they are familiar.

The speaker will be thanked by the President. If he/she receives a fee, hand it to him/her as inconspicuously as possible. **A written note expressing** appreciation should be sent following the meeting.

## PROTOCOL – PLACE CARDS

Protocol at a Fall Board Meeting is handled by State Protocol Chairman.

## PUBLICITY

As soon as Fall Board Meeting plans are solidified it is extremely important to get information out to club members enticing them to attend the Fall Board Meeting. Inform them of meeting times and planned programs. Especially stress those activities which could have general interest. The state President, 1<sup>st</sup> Vice President and hosting District Director are responsible for promoting the fall board meeting. (NOTE: Under Call to the Fall Board Meeting: **The Board of Directors desires that non-voting members as well as voting members attend board meetings.** (Bylaws-Manual Board. of Directors pg.4)

## RESOLUTIONS:

Not given at all Board Meetings.

## **Sample Forms**

## **Chairman Duties**

# ANNUAL CONVENTION/FALL BOARD COMMITTEES JOB DESCRIPTIONS

Job Descriptions – no page numbers – remove and copy for each chairman.  
Each Chairman determines number of workers needed to accomplish tasks.

## GENERAL COMMITTEE

CHAIRMAN \_\_\_\_\_ VICE-CHAIRMAN \_\_\_\_\_

Note: The Convention/Fall Board Meeting Chairman will determine which committees need to be activated.  
The Fall Board Meeting is a “shortened” meeting not requiring all committees.

### CONVENTION CHAIRMAN:

ACCOMMODATIONS \_\_\_\_\_  
Meeting Place  
Meals and Catering

### CONVENTION COMMITTEE:

ACCOUNTING – FINANCE \_\_\_\_\_  
Funding Convention/Fall Board Meeting  
Proposed Budget  
Registration Fee – Registration Form

THEME - DECORATIONS – DOOR PRIZES \_\_\_\_\_

EXHIBITS – VENDORS – SALES TABLE - SILENT AUCTION \_\_\_\_\_

HOSPITALITY – COURTESIES - HOSTESSES \_\_\_\_\_

PAGES \_\_\_\_\_

PRINTING \_\_\_\_\_  
Program Book

PROGRAMS \_\_\_\_\_  
Courtesies to Speaker  
Program Contract

PROTOCOL – PLACE CARDS STATE PROTOCOL CHAIRMAN

PUBLICITY – STATE PRESIDENT, 1<sup>st</sup> VICE PRESIDENT AND HOSTING DISTRICT DIRECTOR

RECEPTION – TOUR \_\_\_\_\_

REGISTRATION \_\_\_\_\_  
Name Badges  
Credentials Report

RESOLUTIONS \_\_\_\_\_

TOTE BAGS \_\_\_\_\_

PHOTOGRAPHY \_\_\_\_\_

## ACCOMMODATIONS/ MEETING PLACE CHAIRMAN

This position is handled by the Convention Chairman who works directly with the State President and will be knowledgeable about the number of rooms needed for meetings/programs.

One coordinator should make all actual contacts with personnel of meeting place, check on required seating arrangements, temperature of the room, microphones. **FINANCIAL ARRANGEMENTS SHOULD BE IN WRITING.** Check with the place of meeting to be sure there is no charge for the necessary meeting and display rooms, or the customary courtesy suites for State President, National officers, or for the general chairman. The same coordinator should select menus for all meals. Be sure the prices quoted include gratuity and tax, as well as service of courtesy refreshments during peak registration period. **FURNISH MEETING PLACE WITH A COPY OF ACCEPTED FLOOR PLAN FOR EACH SCHEDULED EVENT, SHOWING TIME, PLACE AND ANY PROPS (podium, microphone, etc.). A HEAD TABLE SHOULD BE USED FOR GENERAL MEETING.**

### HOTEL ARRANGEMENTS -- IN WRITING

When you contact the Hotel management - go prepared - know the attendance or the average attendance of previous conventions. The number of rooms used and meals served previous year.

#### THINGS TO CHECK FACILITY FOR:

1. Security and cleanliness of rooms/meal preparation area.
2. Will there be courtesy accommodations for State President, National officers?
3. Estimate number of sleeping rooms needed. Establish a guaranteed room price - how many room reservations do you need to guarantee? What are provisions for cancellations? Deadline for reservations should be established.
4. Determine the number of rooms needed for meetings: (Executive Board & General Meeting).  
**Request complimentary rooms for meetings and displays.**
5. Definite prices for meals - including gratuity & tax and service charge.
6. Check to assure special dietary needs be accommodated.
8. Banquet room - controlled lighting and temperature.
9. Type of dining table - round - rectangular.
10. Colors available for table cloths - napkins.
11. Raised Head Table in banquet &/or meeting rooms.
12. Head tables should be draped to the floor.
13. Number that can be seated at head table.
14. Secondary Tables - number that can be seated.
15. Podium.
16. Microphone, projector and screen.
17. Tables for use by program speaker.
18. Space for exhibits - number of tables needed.
19. Area for registration - number of tables needed.
20. Refrigerator space available for corsages, etc.

### Meeting Room – Sharing Cost

In some instances the meeting place does NOT provide complimentary rooms for convention use. If the same facilities are shared for State Meetings and Judges Council meetings then the room rental cost should be divided equally between the two entities.

## ACCOMMODATIONS/ MEALS AND CATERING CHAIRMAN

1. The Convention Chairman works with the Sales and Catering Department of the hotel/motel, selecting meals to be served for each event indicated by the Convention Chairman. Judges Council selects their own menu, but you may be asked to obtain a list of the menus available for them to use. They will determine the cost of the meal and program to be entered on the Registration Form
2. Select the best menu for the money and get a price that includes sales tax or other taxes and gratuity, so that you have a firm base for cost determination. Get this information so that there is an approximate figure at least 6 months in advance. The meal price is usually padded to help cover the cost of guest speaker and other meeting expenses. Be sure facility can accommodate special dietary needs. The Registration Form should indicate **“Dietary needs” please contact \_\_\_\_\_**” (name of Convention Chairman).
3. Determine from the Catering Department what choices are available in colors for their linens. Then ask hostess clubs (those doing the decorations and favors) for each meal what their preference would be. Request their colors as indicated to you.
4. Turn in the estimated meal count for each meal at a time indicated by the Catering Chairman. Give a final count as your facility requires. Be sure to determine whether or not we are held to pay for your count - or the final head count. The latter is preferable, and a representative of the hotel/motel should count **with you** - both head count and tickets.

## ACCOUNTING - FINANCE

### TREASURER:

The Treasurer is the Hosting District Treasurer. Treasurer works closely with the Registrar.

2. Receive all money and keep a complete record of the name and registration number.

**JUDGES COUNCIL MONEY: Retain and deposit all money being sure that all money to be collected for New Mexico Judge's Council is recorded separately.** The Registration Chairman receives and records reservations for Judges Council events as listed on the Registration Form. The Judges Council sets their fees for meals, and programs. At the end of the Convention/Fall Board Meeting, all receipts are totaled, money deducted for cost of meal/s and the balance sent to the New Mexico Judges Council Treasurer. The Judges Council Treasurer pays for their program/s. Judges Council money **is not** part of the Convention/Fall Board Meeting fund. **OR** monies taken in are given to the NM Judges council treasurer. NM Judges Council will then directly pay their portion of the expenses.

3. If there is any question concerning the amount of money from a person registering, please contact the Registration Chairman. NOTE: **Basic registration fee is NOT returned when a person cancels reservations.**
4. Pay all authorized bills if they have been approved by the Convention Chairman and/or Assistant Chairman. They should sign all bills authorizing you to make payment.
5. The only persons who may authorize any billing at the hotel – is the Convention Chairman.
7. All reports and records relevant to the convention are given to the Convention Chairman.

8. If there is **money remaining** after all debts are paid, it is then **divided equally** between the **State** and the **District** hosting the convention/meeting.

**NOTE: Any monies generated from the Host organization sale table is NOT divided with the state but goes to the host group/district.**

**FINAL REPORT:** When transactions are complete (within 2-4 weeks) – **prepare copies** of your final report. Give one to the State President and one to the **Convention Chairman**.

**FUNDING CONVENTION/FALL BOARD MEETING:**

The following information is provided to help the General Committee determine how to fund a Convention/Fall Board Meeting by creating a Proposed Budget and setting a Registration Fee and Package Plan fees. The fees may require padding of meals/events in order to cover all expenses.

**Proposed Budget:** After finalizing prices with the hotel for meals and equipment rental expenses, take into consideration speaker fees and any other expenses to be incurred. List all expenses that will need to be covered by the Registration Fee and Package Plans. After all the anticipated expenses have been determined and the Proposed Budget covers all expenses then the Registration Fee and Package Plan Fees are created.

**Registration Fee:** This fee is automatically included in the Early Package Plan, Late Package Plan, and Part Time Registration for meetings/programs, or meals. Basic Registration Fee is NOT returned when a person cancels a reservation.

**BASIC REGISTRATION FEE PAYS FOR: (The \$10 basic fee charged for all reservations.)**

1. Printing of Program Book.
2. Registration expenses (office supplies, postage, badges, etc.)
3. Administrative Expenses of putting on a Convention/Fall Board meeting.

**MONEY FROM PACKAGE PLANS (EARLY, LATE, PART TIME) WILL PAY FOR:**

1. Cost of meals, gratuities and tax and service charge.
2. Complimentary meal/s for speaker/s and housing.
3. Complimentary Packets (package plan plus all options) for designated guests (e.g., State President, National President and/or Regional Director, if in attendance.)
4. Complimentary Suite for State President. Complimentary Suite for National President and Complimentary Suite for Regional Director once during term of office.
5. Courtesies: Limited to the President and National President and Regional Director if in attendance. (Corsages. light snacks in their room.
6. The State President will present a small gift to the National President on her first visit to New Mexico. The gift presentation will be for one time only for an administration. **The allowance for gift to be set by President and paid for out of the President's Fund.**  
(Hosting outside-of-state dignitaries will add additional expenses to be covered by the Registration Fee/Package Plan Fees requiring further padding of meals/programs and increase Registration Fee.)

**CONVENTION FUND WILL NOT PAY FOR:**

1. **Table decorations** – place favors, door prizes. These are optional. These are provided by the clubs in the host district.
2. **Tote bags** – are optional. Every city has some merchant, advertiser, or Chamber of Commerce that will furnish plastic bags or envelopes to hold Program Book and other items.

### **Registration Form:**

Convention Committee or Fall Board Meeting Committee creates **Registration Form** and **Meeting Schedule** and sends to the NEW MEXICO GARDENER for publication. State pays to publish. **NOTE: The State President plans the Convention Meeting Schedule and the Fall Board Meeting Schedule.** Any changes in Schedule must be approved by the State President.  
*See: Meeting Schedule, and Registration Form.*

### **THEME - DECORATIONS - DOOR PRIZES CHAIRMAN**

#### **THEME**

The **THEME FOR THE CONVENTION** or **FALL BOARD MEETING** is an important part of the planning and should be one of the first decisions. The theme serves as a guide for much of the planning of programs, badges, decorations, printed program booklet, etc. (**FALL BOARD MEETING:** - Unlike the Annual Convention an overall theme may not be desired. This is optional and left up to the hosting District and General Committee who also decide whether to have decorations/door prizes.)

The **theme** of the meeting and **registration fee** are decided by the **General Committee**, subject to approval of the State President and the 1<sup>st</sup> Vice-President. This committee issues invitations to local dignitaries appearing on the program, such as mayor, minister, etc., when they have been chosen. (To clarify, see duties of the 1st Vice-President. (See Bylaws Article IV section 5-B.)

#### **DECORATIONS:**

This committee coordinates all the decorations to be used during the entire convention, including podium at business meetings and all table decorations at meals. If the committee decides it is appropriate, room decorations for the State President and visiting dignitaries. Remember the beauty of the decorations lingers in the minds of the convention goes long after other details are forgotten. It would not be a garden club convention without table decorations, but with a little ingenuity, these can be provided without a large expenditure. Local plant material (fresh or dried) should be used whenever possible. Delegates enjoy learning about plants from various parts of the State.

1. The theme is determined by the General Committee. In past years some garden clubs had themes for each meal which would tie in with the overall theme. Check with General Chairman.
2. Contact clubs most likely to be able to assume the task of providing centerpieces. (Check with Registration Chairman for number of people attending to determine number of table decorations needed, and one or two large centerpieces for the head table.) Ask the president of each club to obtain the cooperation of her club. The centerpieces for the tables are usually given away as door prizes, although this is not necessary if other plans are favored. The club doing centerpieces for a meal will act as hostesses at each of the tables.
3. If centerpieces for tables are not used as door prizes then door prizes may be obtained. See below. These are mementos and do NOT need not be expensive or large.
4. Check before each meal to see that all decorations are in place, and if needed, help in placing them.

#### **DOOR PRIZES:**

Although door prizes are optional and no allowance is made in the Budget, it is general practice and always received with appreciation. The General Chairman will suggest approximately how many door prizes will be needed and how secured. They are mementos and do NOT need to be expensive or large – a little something to commemorate the occasion.

## **EXHIBITS – VENDORS – SALES TABLE – SILENT AUCTION CHAIRMAN**

### **EXHIBITS:**

Frequently during a convention it is desirable to have tables or areas set aside to accommodate garden clubs or related organizations to show their wares. Some of the exhibits are strictly educational - others are a form of advertising for an organization with gardening/floral design related materials. (Exhibits might be scrapbooks, award winning Flower Show Schedule, photos of award-winning designs and horticulture, etc.)

One of the main concerns with exhibits is security. If possible, request that a securable room be set aside for exhibit materials; if not, see that there is a space available for locking them up every night especially if there is more than one convention group in the facility.

The Convention Chairman emails all State Chairmen inquiring whether or not they desire space in the exhibit section. The usual space allotment has been about 3 feet x 6 feet. This will depend on the space available and the number of requests.

Be sure to determine whether or not electrical outlets, cords, or other special equipment is needed and provide same. Other pertinent information: Does the exhibit need to be viewed from all sides? Is a table needed?

### **VENDORS:**

In the past some Districts have explored ideas to help defray convention costs. The idea of renting tables to vendors was proposed. The vendors would pay a fee for a table or specified amount of space. The task for finding vendors was added to the Exhibits Committee. In the past vendors have sold a large range of materials - floral design containers, jewelry, dried plant materials, clothing, arts and crafts, etc. A sample contract is attached for your information.

### **SALES TABLE – SILENT AUCTION**

The host district may decide to have a table to sell or auction off items in order to offset some of the costs of putting on a convention. **NOTE: Any money generated by the Host organization sale table or silent auction table is NOT divided with the state but goes to host group.**

## **HOSPITALITY – COURTESIES – HOSTESSES CHAIRMAN**

### **HOSPITALITY**

This committee is responsible for making dignitaries comfortable while attending the convention. The State President and host District Director determine who should receive courtesies.

**Room Favors** - Favors may be provided for NGC President, SCR Director and may include the State President.

**Welcome Basket** - This may also include cookies, snack foods, candy, or any other repast of snack nature that will make our VIP's feel more comfortable. Fresh flowers are sometimes used if available at a reasonable rate. (A single flower in a bud vase has been used). (Check with the Convention Chairman before any purchases are made, since all purchases are to be approved in advance or they may not be allowed for reimbursement.) Or, a club(s) from the hosting district may sponsor these baskets.

### **COURTESIES**

Extended for the State President, National President and Regional Director, if in attendance. If **NGC**

**President** will be attending she should be contacted concerning travel schedule and provided transportation to and from the airport by a member. She is provided with complimentary room and package plan plus options. **SCR DIRECTOR** should be contacted concerning travel schedule and provided transportation to and from the airport by a member. She is provided with complimentary room and package plan plus options. (Meeting dignitaries at the airport and returning them to airport can be assigned to the PAGES.)

**Corsages** for the NGC President and SCR Director and state President are traditional but are not required. Typically, corsages are only presented for the annual meeting. The information will be passed on to the Hospitality – Courtesies Committee to comply with the request.

### **Gifts**

The State President may present a small gift to the National President and SCR Director on her visit to New Mexico. The gift is the responsibility of the State President and will be for one time only for an administration. These gifts will be paid for from the state President's fund.

### **Reception**

A Reception prior to a meal should be planned to honor the **State President** and, if attending, the **NGC President** and **SCR Director**.

### **PAGES**

**Pages are appointed by the state President or secured by the Convention Chairman, who is responsible for assigning their station.** Those serving as pages should be courteous, work quickly, and be alert to the signals of being called into action.

The State President indicates the number of pages and helpers desired to the Convention Chairman, and sometimes the Vice President will ask for persons to assist the speakers with their program materials. These two duties may be combined if it seems desirable or if helpers are scarce.

Persons who accept this responsibility should be willing to remain close to their dignitary to run any errands or bring anything these persons need. They are to serve during the serious business of the Convention but need not be available during purely social events. Pages should be on hand during luncheons and dinners if requested by the speaker.

Although it is recommended that one person serve during the whole meeting as a page to any one person, it is often desirable to have more than one except during the business meeting, when the President might find it less confusing if she has the same person all the time. Pages assigned during the luncheons and dinners may be new people.

Pages will have ribbons which identify themselves and will have seats reserved at a front table where they can easily be seen and reached by those needing their services.

It is the purpose of the pages service to make the convention run more smoothly, therefore Pages should be acquainted with the floor plans of the hotel and where things are located.

**NOTE:** One Page per person as follows:

- National President - one Page
- Regional Director - one Page
- State President - one Page
- Guest Speaker - one Page

## **PRINTING**

The Convention Chairman **is responsible for all printing**, such as Program Booklet, and any other printed material necessary for convention use.

### **PRINTING COSTS PAID BY CONVENTION:**

- Convention Program Booklet (print enough for all convention attendees)
- Any printed material necessary for convention use

Name tags are usually placed in envelopes for easy filing and are checked out at the Registration Table and are separate from the Convention tote bags.

### **Official Call**

The State President issues the “Call” to meetings in accordance with Bylaws. President’s Official Call is published in The NEW MEXICO GARDENER. .

### **Registration Form and Meeting Schedule**

The General Committee creates and sends to The NEW MEXICO GARDENER for publication the Registration Form and Meeting Schedule.

## **PROTOCOL – PLACE CARDS (State Protocol Chair is appointed by State President)**

Protocol at a Convention is handled by the State Protocol Chairman. This chairman is responsible for everything pertaining to proper procedure for a convention. She provides presiding officer in advance with a list showing event, location, time, special guests, together with their title, office, etc.

1. Obtain from the State President Names and location of persons to be seated at the head table(s) or honor tables for each meal and **make a seating chart**.
2. Use this information; **prepare Place Cards** for each person.
3. Bring enough extra place cards and tools to produce extras if they are called for.
4. Before each meal place the cards according to the seating chart for that meal, and place extras under the podium so that an emergency may be met with the least difficulty to all. Be flexible. The President is often forced to change the plan at the last minute.
5. If requested by the Decorations Chairman or a host club, coordinate with their theme if possible.
6. Make signs for reserved tables needed at specific meals such as: **PAST STATE PRESIDENTS** (about 5-6 attend): **NATIONAL LIFE MEMBERS** (once recorded as many as 17 but check with **Registration** to obtain number); **STATE LIFE MEMBERS** most recorded 33 but check with **Registration** here also. Divide registered number by 8 (tables usually seat 8 per table). **CLUB PRESIDENTS** are honored at the Banquet and may be introduced in the PRESIDENT’S WALK or while seated at a special table. The State President determines which groups are honored at which meal. Prepare a few extra of each of these signs if you are unsure. It is better to have too many than to run short. Number each table if there is more than one.

7. Prepare Protocol Notices to be placed in the Registration envelope of each person to be honored or seated at the Head Table for any reason OR Send OUT Emails to each Person. You must get these to the Registration Chairman previous to the opening of Registration. A sample Protocol Notice is given below.
8. Make four (4) copies of each seating chart. Keep one and place one on the podium so that whoever introduces those at the head table will not be without a prompter if they forget.
9. Check with State President before each meal for changes.
10. Small place cards and table signs are not very satisfactory. Suggestion: use 5" x 8" index card folded for the table signs. And a folded 4 x 6 white cards for place cards. Use a black marker for lettering as it is easy to read. Place cards could be used over and over, but it would be wise to have a few spares just in case they take their place card with them or something is spilled on it.

------(Sample Protocol Notice)-----

NEW MEXICO GARDEN CLUBS, INC.

Name \_\_\_\_\_

You are being honored with special seating at the following event/s: \_\_\_\_\_

**PUBLICITY**

As soon as Annual Convention/Fall Board Meeting plans are solidified it is extremely important to get information out to club members enticing them to attend the State Convention/Fall Board Meeting. Inform them of meeting times and planned programs. **NOTE: The Board of Directors desires that voting members attend board meetings.**

The State First Vice President (Programs Chairman) has information regarding the speakers for the luncheon and banquet. Request all information from the Judges Council regarding their speakers. The information in the NEW MEXICO GARDENER can be used. Try to use photos, especially of National President, State President and District Director.

**RECEPTION – TOUR**

**RECEPTION -**

A Reception prior to a meal should be planned to honor the **State President** and, if attending; **NGC President** and **SCR Director**, in order to give the delegates an opportunity to meet and visit with them.

The Convention Chairman should plan these activities and be sure all details are communicated to the person having the program booklet printed so that each person has directions and/or maps, if necessary, in her possession. Decorations Committee may be consulted to provide a floral arrangement that would add to a festive atmosphere of the Reception.

## **TOUR**

If planning additional events for Annual Convention or Fall Board meeting - you may need to make arrangements for transportation if other than at the hotel. If private cars or buses are used, have maps available and check for adequate parking. Give specific information about the start and finish of the event and person to be contacted for additional information, clarification of directions.

## **REGISTRATION**

1. **Receives all registration forms.** NOTE: **Basic registration fee is NOT returned when a person cancel reservations.**
2. **Prepare spread sheet** - indicate registration, name, address, club, district, all positions held, check meals attending.
3. **Prepare NAME TAG (BADGE) with LARGE READABLE PRINT.** Name tag should include name, club, and club's district. SUGGESTION: Add the State Office/Chairman designation to the name tag to make it easier for attendees to identify an officer/chairman, with whom they may wish to discuss business,
4. Using a spread sheet, mark off name when reservation is picked up.
5. **Protocol Chairman** will provide enclosures to be placed in envelopes of speakers or anyone who is expected to sit in honor seating. This should be done before convention, though it may be very close to deadline if information is not available to her until the last minute. *(THIS IS OPTIONAL ... It may be emailed to each individual).*
6. **Registration for Convention – two or three** people should handle the dispensing of registration materials (in addition to the Registration Chairman). The **TOTE BAGS** will be handed out at this time.
7. **Registration** - as registration proceeds the chairman may wish to handle any changes in registration, by adding new delegates, listing previously missed status positions of registrants. These must be noted on the registration slips, and on the credential's sheets.
8. **Record** - a separate record must be kept of persons not registering, but acting as speakers or program participants, or attending only one meal. **ALL GARDEN CLUB MEMBERS ARE TO PAY A REGISTRATION FEE EITHER FULL OR PART TIME.** This fee is forgiven **only** for the National President and outside speakers. **REGISTRATION FEE IS NOT RETURNED WHEN A PERSON CANCEL RESERVATIONS.**
9. **CREDENTIALS:** Record on the form provided, in alphabetical order, each registrant and the positions held. It is necessary to total the numbers present in each position. **(see forms).**
10. **FINAL REPORT:** Prepare a report of the committee's activities and turn it into the Convention Chairman.

## **RESOLUTIONS - RESOLUTIONS CHAIRMAN**

At the final luncheon or banquet – honor all hotel personnel who have helped with the convention – usually the Manager, Sales, and Catering Staff, and any others the Convention Chairman may wish to honor.

At this time also recognize the Convention Chairman, Assistant Chairman and all Committee Chairmen and Committee Members if time allows. There is no specific order, although from the standpoint of responsibility the most demanding are usually Registration and Accounting/Finance. It is effective to honor the Convention Chairman and Assistant Chairman at the end of the committee recognitions as well as at the first.

All hotel people should be notified in advance, so we do not waste their valuable time (or ours).

## **TOTE BAGS**

**Tote bags are optional.** They are NOT a regularly budgeted item. Every city has some merchant, advertiser or Chamber of Commerce that will furnish plastic bags or envelopes to hold Program Book and other items the Host Group may wish to include. The Chamber of Commerce will probably have a list of items available. Other options are two pocket folders or manila envelopes.

Estimate the number of tote bags needed based on previous year attendance records. In the past some have been made, purchased, and others secured from various sources.

Select merchants who are most likely to benefit by Convention trade and ask them for any promotional items they would be willing to donate. Unused items are returned either to the local donation business or to the contributing clubs. Clubs in neighboring towns may be contacted for advertising items for the tote bags.

Suggested items: pen, sharpened pencil, note pad, tissue, snack, water bottles, and hard candy.

Compile a list of donor names and addresses so that you can write and thank them after the convention.

Fall Board Meeting – tote bags are NOT Required.

## **PHOTOGRAPHY**

State President appoints a photographer as needed.

**FALL EXECUTIVE COMMITTEE MEETING**

## **FALL EXECUTIVE COMMITTEE MEETING**

The **FALL EXECUTIVE COMMITTEE MEETING** can be held annually in place of a Fall Board Meeting. It is set to follow the **National Board Meeting**, generally falls in October.

The Fall Executive Committee Meeting shall be held at a time and place determined by the State President for the purpose of receiving reports, transacting interim business and conducting workshops. (Bylaws, Sec. 3-Meetings)

### **LOCATION OF FALL EXECUTIVE MEETING**

The State President determines where the meeting is to be held and will work closely together with the NMGC First Vice President to set up this meeting.

### **DATES FOR FALL EXECUTIVE COMMITTEE MEETING**

The Fall Executive Committee Meeting of NMGC, Inc., if held in place of a Fall Board Meeting, is set to follow the National Board Meeting, and generally falls in the month of October. The state President sets this date.

### **FALL EXECUTIVE COMMITTEE MEETING ARRANGEMENTS**

The Fall Executive Meeting is a shortened meeting, no committees are necessary. **As with the State Annual Convention, the ultimate decision rests with the State President who determines what is needed to accomplish the purposes of the Fall Executive Committee Meeting.**

### **THEME – DECORATIONS – DOOR PRIZES**

NONE

### **FALL BOARD MEETING CHAIRMAN**

NONE

### **FALL EXECUTIVE COMMITTEE MEETING SCHEDULE**

**The Fall Executive Committee Meeting belongs to the President of New Mexico Garden Clubs, Inc.** It is the Duty and Prerogative of the State President to Plan the Fall Executive Committee Meeting Schedule.

### **CALL TO THE FALL BOARD MEETING**

The State President issues the “Call” to the Fall Executive Committee Meeting in accordance with Bylaws.

### **District Director Responsibilities**

The State President, in consultation with the first Vice President, determines where the meeting is to be held, and they work closely together to set up this meeting. The NMGC State President is the official hostess for the Fall Executive Committee Meeting.

### **ACCOMMODATIONS – PLACE OF MEETING**

One coordinator should make all actual contact with personnel of meeting place, check on required seating arrangement, temperature of the room, microphones. **ALL FINANCIAL ARRANGEMENTS SHOULD BE IN WRITING.** Check with the hotel about no charge for the necessary meeting and display rooms, nor the customary courtesy suites for State President, National officers, or for the general chairman.

## **Meals and Catering –**

The President, in consultation with the first Vice President, will select the best menu for the money and get a price that includes sales tax or other taxes and gratuity, so that you have a firm base for cost determination. Get this information so that there is an approximate figure at least 6 months in advance. The meal price is usually padded to help cover the cost of guest speaker and other meeting expenses.

## **ACCOUNTING – FINANCE**

The NMGC Treasurer is responsible for all income and expense accounting for the Fall Executive Committee Meeting.

## **FUNDING THE FALL BOARD MEETING**

All food costs for the Fall Executive Committee Meeting will be covered by the attending committee members in the form of a meal fee. The cost of the room shall be paid for by New Mexico Garden Clubs, Inc.

## **Registration Form**

NONE

## **REGISTRATON**

NONE

## **Credentials Report**

NONE

## **Name Tags (Badges)**

NONE

## **TOTE BAGS**

NONE

## **PRINTING**

The NMGC President is responsible for all printing and shall request reimbursement from the NMGC Treasurer, if needed.

## **Program Book**

NONE

## **PROGRAMS**

The State President will determine if there is a need for programs during the Fall Executive Committee Meeting.

The First Vice-President shall serve as Program Chairman.

The First Vice-President shall obtain signed contracts for speakers with copies for State President, If needed. (*See Program Contract Sample*)

**PROGRAMS**  
**COURTESIES TO SPEAKER**

When inviting a speaker: give the **date, time, meeting place**, and the **subject** for program, **length of time allotted** for talk, and the **type of audience**.

**FEE and/or MILEAGE** should be discussed. Ask in your first contact what fee is charged, if any. This avoids embarrassment later and is accepted practice.

A week or so before the meeting, contact the speaker to remind her/him of the time and place of the meeting - arrange transportation, if needed.

Meet your speaker and help her/him to unload material for the program. Also, help at the conclusion to reload materials. **HOSTESS** your speaker: see that the guest is introduced to the members, is shown to her place if a meal is being served, and answer any questions.

**BE SURE THE SPEAKER IS NOT LEFT WAITING.** Remember the speaker has planned and prepared material for this program and has given of her/his time.

In a brief **INTRODUCTION** give members a background on the speaker, including correct title and position.

You **INTRODUCE** a guest your organization attendees do NOT know.

You **PRESENT** one with whom they are familiar.

The speaker will be thanked by the President. If he/she receives a fee, hand it to him/her as inconspicuously as possible. **A written note expressing** appreciation should be sent following the meeting.

**PROTOCOL – PLACE CARDS**

Protocol at a Fall Executive Committee Meeting is handled by State President.

**PUBLICITY**

NONE

**RESOLUTIONS:**

NONE

# **SAMPLE FORMS**

**REGISTRATION FORM**

**NEW MEXICO GARDEN CLUBS, INC.  
59<sup>th</sup> ANNUAL CONVENTION  
\*\*FOUR STAR GARDENS\*\*  
APRIL 11-12, 2008  
Santa Fe, New Mexico**

Print your name, as you would like it to appear on your nametag.

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_  
Phone: \_\_\_\_\_ email: \_\_\_\_\_  
Garden Club(s) \_\_\_\_\_

**Please circle your classification(s)**

State Officer, State Chair, District Director, Club President, Club Member, Flower Show Judge, Landscape Consultant, State Life Member, Regional Life Member, National Life Member, or Guest.

**Please make check payable to NMGC, Inc. 2008 Convention and mail to:  
Sally Warner, 465 Camino Cereza, Los Alamos, NM 87544**

**Please mark either a package plan OR part time registration area.**

**Package Plan** includes \$25 registration fee, Lunch/Program, Banquet/Program.

**EARLY** Package Plan – postmarked **on or before 4/1/08** \$85.00 \_\_\_\_\_

**LATE** Package Plan – postmarked after **4/1/08** \$100.00 \_\_\_\_\_

(No refunds after registration closes on 4/1/08. Regis. Fee is non-refundable.)

**Friday, April 11, 2008**

Judges Council Dinner/Program (not in Package Plan) Judge Fee \$35.00 \_\_\_\_\_

Judges Council Dinner/Program - Non-Judge Fee \$35.00 \_\_\_\_\_

NOTE: All NMGC, Inc. members are welcome at Judges Council Dinner/program.

**PART TIME REGISTRATION: (Includes \$25 registration fee).**

**Saturday, April 12, 2008**

NMGC, Inc. Luncheon and Program \$50.00 \_\_\_\_\_

NMGC, Inc. Banquet/Program \$60.00 \_\_\_\_\_

**Special Dietary needs: Please contact XXXXXXXX at 1(505) 983-6000.**

**MOTEL: Courtyard by Marriott, 3347 Cerrillos Rd., Santa Fe. 1 (505) 473-2800.**

Room with 1 King bed \$94.00 (plus tax); or Room with 2 Queen beds \$94.00 (plus tax).

Make reservations directly with Courtyard **Mention New Mexico Garden Clubs, Inc.**

**for special rates – (effective through March 11) – increase thereafter.**

# SAMPLE SCHEDULE

**NEW MEXICO GARDEN CLUBS, INC.  
59<sup>TH</sup> ANNUAL CONVENTION  
\*\*FOUR STAR GARDENS\*\*  
APRIL 11-12, 2008  
HOSTED BY DISTRICT II**

LOCATION: Courtyard by Marriott  
3347 Cerrillos Road  
Santa Fe, New Mexico 87507

## MEETING SCHEDULE

### **FRIDAY, APRIL 11, 2008**

Noon – 6:00 pm Registration  
1:00 pm NMGC, INC. Executive Board Meeting  
3:00 pm Judges Council Executive Board Meeting  
4:00 pm Judges Council General Meeting  
6:00 pm Judges Council Banquet  
7:30 pm Judges Council Program:

### **SATURDAY, APRIL 12, 2008**

8:00 – 9:00 am Registration  
9:00 am **OFFICIAL OPENING OF NMGC, INC. CONVENTION**  
NOON Luncheon  
Program:  
1:30 pm Business Session Continues  
3:00 pm TOUR or FREE TIME  
5:00 pm PRESIDENT'S RECEPTION  
6:00 pm BANQUET  
Presentation of Top Awards  
8:00 pm PROGRAM:  
9:00 pm Final Credentials Report – Resolutions

*NOTE: Publish this Schedule of Events side by side with the Registration Form every time it is published in The NEW MEXICO GARDENER so attendees can retain copy to help make plans to be at meetings at times printed in the Schedule.*

NEW MEXICO GARDEN CLUBS, INC.

**CREDENTIALS REPORT**

ANNUAL CONVENTION – \_\_\_\_\_ 20\_\_\_\_  
HOTEL - \_\_\_\_\_ NEW MEXICO

Number Attending

National President \_\_\_\_\_

National Officer \_\_\_\_\_

National Chair \_\_\_\_\_

National Committee Member \_\_\_\_\_

National Life Member \_\_\_\_\_

Regional Director \_\_\_\_\_

Regional Officer \_\_\_\_\_

Regional Chair \_\_\_\_\_

Regional Life Member \_\_\_\_\_

State President \_\_\_\_\_

Former State President \_\_\_\_\_

State Officer \_\_\_\_\_

State Chair \_\_\_\_\_

State Life Member \_\_\_\_\_

District Director \_\_\_\_\_

Club President or Representative \_\_\_\_\_

Club Delegate \_\_\_\_\_

Club Member \_\_\_\_\_

Flower Show Instructor \_\_\_\_\_

Flower Show Judge \_\_\_\_\_

Environmental Studies Consultant - \_\_\_\_\_

Landscape Design Consultant \_\_\_\_\_

TOTAL \_\_\_\_\_

**PRE-REGISTERED** \_\_\_\_\_

**PART TIME** \_\_\_\_\_

TOTAL\_\_\_\_\_

# **PROGRAM CONTRACT SAMPLE**

**NEW MEXICO GARDEN CLUBS, INC.**

**SPEAKER:**\_\_\_\_\_

**DATE SPEAKING:**\_\_\_\_\_ **TIME:**\_\_\_\_\_

**PLACE:**\_\_\_\_\_

**SUBJECT:**\_\_\_\_\_

**LENGTH OF PROGRAM:**\_\_\_\_\_

**FEE:**\_\_\_\_\_

(Includes transportation, meals, and any lodging.)

\_\_\_\_\_  
**SPEAKER**  
**DATE:**\_\_\_\_\_

\_\_\_\_\_  
**PROGRAM CHAIRMAN**  
**DATE:**\_\_\_\_\_

# VENDOR CONTRACT SAMPLE

NEW MEXICO STATE GARDEN CLUBS, INC.  
\_\_\_\_\_ CONVENTION

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

CITY, STATE

HOTEL \_\_\_\_\_

## VENDOR CONTRACT

Name of Vendor \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE NUMBER(S) \_\_\_\_\_

BRIEF DESCRIPTION OF ITEMS TO BE SOLD \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

### REQUIREMENTS FOR THE VENDOR:

1. Booth/table Fee: \$ \_\_\_\_\_. (For duration of convention.) Your check should accompany your contract/application.
2. Due to limited space only one table per vendor (3' x 6').
3. Two chairs provided at each table.
4. Set up time:
5. All applications are on a first come, first served basis.
6. Neither the Hotel nor the State Convention Committee will be held responsible for your table/booth. Vendors will be responsible for their table and merchandise. The room will be secured during the nighttime hours.

**THE STATE OF NEW MEXICO REQUIRES THAT VENDORS CHARGE SALES TAX.**

MAIL YOUR APPLICATION AND CHECK TO:

**DEADLINE IS** \_\_\_\_\_

PLEASE RETAIN ONE COPY FOR YOUR FILES.

# NMGC Convention Report

Date of Convention: \_\_\_\_\_

Place Held: \_\_\_\_\_

Dignitaries Who Attended: \_\_\_\_\_

## Income

# Full time \_\_\_\_\_ \$ \_\_\_\_\_

# Part-time \_\_\_\_\_ \$ \_\_\_\_\_

TOTAL Income: \_\_\_\_\_

## Expenses:

Hotel \$ \_\_\_\_\_

Room for NGC President \$ \_\_\_\_\_

Rooms for Dignitaries \$ \_\_\_\_\_

Catering \$ \_\_\_\_\_

Speakers/programs (Please list) \$ \_\_\_\_\_

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Welcome baskets (How Many \_\_\_\_\_ ) \$ \_\_\_\_\_

Gifts for dignitaries \$ \_\_\_\_\_

Corsages # \_\_\_\_\_ \$ \_\_\_\_\_

Program books \$ \_\_\_\_\_

Donated items: (Please give credit to ALL who donated)

Centerpieces:

Lunch: \_\_\_\_\_

Dinner: \_\_\_\_\_

AV: Computer/projector/screen: \_\_\_\_\_

Podium: \_\_\_\_\_

Table favors:

Lunch: \_\_\_\_\_

Dinner: \_\_\_\_\_

Convention Bags:

\_\_\_\_\_  
\_\_\_\_\_

TOTAL PROFIT: \$ \_\_\_\_\_

(SPLIT 50/50 with NM Garden Clubs)

Silent Auction Income \$ \_\_\_\_\_

(100% kept by Hosting District)

## **Sample Protocol Notice**

NEW MEXICO GARDEN CLUBS, INC.

Name \_\_\_\_\_

You are being honored with special seating at the following event/s: \_\_\_\_\_

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## **Sample EMAIL Registration Received Notice**

NEW MEXICO GARDEN CLUBS, INC.

20 \_\_ ANNUAL Convention or 20 \_\_ Fall Board Meeting

REGISTRATION CONFIRMATION NOTICE

Name of Attendee: \_\_\_\_\_

Your registration and check have been received.

There will be NO refunds after \_\_\_\_\_ (date)

Please note: Should you have to cancel, the registration fee is NON-REFUNDABLE!

Thank you!

We look forward to seeing you soon.

Registration Chairman,

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