**LEADERSHIP/WINTER MEETINGS CHAIRMAN**

Be sure to read the **General Procedures** section of these Guidelines. It contains important information pertaining to all Board positions.

**Voting Member of:** General Board

**Primary Duty:**

Work under the direction of the State President to make arrangements for the Leadership/Winter Meetings.

**GUIDELINES**

1. Review and be familiar with the **Policy and Procedure for Leadership/Winter Meetings and Official Oregon State Meetings found in the Bylaws.**
2. Work with the State President to select the location for both the Leadership/ Winter Meetings. The Leadership Meeting information should be available at Convention and the Winter Meeting information as soon as possible.
3. Work with the selected facility to arrange for meeting space, meals, lodging and other needs.
4. Reserve a block of motel rooms. If the hotel will comp a room, it can be used for the President.
5. Get in writing an agreement about refunding deposits or a portion of the deposits in the event the meeting is canceled due to weather.
6. If the President plans to have a workshop during the meeting, contact the Workshop Coordinator to assure that any details of space and other needs of the presenters are met.
7. Develop registration form or provide information to the President. The registration form should include the following:
* Meeting title, date, time and place of meeting – address if different from the hotel.
* Hotel name, address, and phone, cost, deadline for reservation and a special. code or name if needed.
* Members name, phone, address, chapter name, and email.
* Meal choice if applicable and any dietary restrictions.
* Who/where to send registration, a contact if different than registration.
* How to make out the check and the deadline for the registration.
1. Submit Registration Form to be published in the Grapevine and posted on the website. (Registration fee is defined in Policy and Procedure for Leadership/Winter Meetings.)
2. Make name tags for registered attendees.
3. Staff the registration table, hand out name tags, agendas, and any other material requested by the President.
4. Arrange head table and provide place cards.
5. Assure that space is available in the registration area for any other needed activities if requested by the President. i.e. Credentials.
6. Prepare a final report for your files. A complete financial report is to be published in the next Grapevine.
7. Any profit is given to the State and any loss is covered by the State Treasury.