



## MAEA CONFERENCE POLICIES

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**MAEA CONFERENCE POLICIES AND JOB DESCRIPTIONS**  
*MAEA Policies in Bold Italics*

**1.1. CO-CHAIRS:** IN ORDER TO BEST USE THIS DOCUMENT THEY CAN COPY OFF THE SECTIONS THAT APPLY TO THEIR VOLUNTEERS AND THEN FACILITATE AND FOLLOW UP WITH VOLUNTEERS AT MTG TO MAKE SURE THEY ARE TAKING CARE OF THEIR JOB DESCRIPTIONS.

**Two years Prior to Conference:**

- 1.1.1-Attend conference committee meetings in a mentorship program and council meetings
- 1.1.2. Solicit team members prior to the conference, be sure to include some local people.
- 1.1.3 Search and secure Keynote speakers (suggested budget \$10,000 to include expenses). Also secure super session speaker(s) and/or an artists for Michigan Artist Series. Super session and Michigan Artists would be our guests at conference, with room and meals paid. Fee beyond that would be negotiable.

**One Year**

- 1.1.4. Develop mission statement and work with council for input by *May* Executive Council meeting twelve months prior to your conference. The following forms must be developed with copies sent to the conference bookkeeper, Executive Secretary and President.
  - a. Create a conference logo
  - b. Create a presenter proposal form with the logo
  - c. Create a Conference reimbursement form with logo and specific instructions that receipts must be attached as well as tickets collected for each session.
- 1.1.5. When speakers are confirmed:
  - a. Request biography, and photograph for publicity.
  - b. Title of speech.
  - c. Have them fill out proposal forms so that they are included in the program and audiovisual needs are met.
  - d. Check dates of arrival and departure so you know what to budget for room.  
*e. Anyone receiving beyond \$599 must return his/her SS# include W-9 with their signed contract.*
- 1.1.6. Arrange a visit of conference team leaders at conference site in June, prior to conference. Coordinate a walk-through of all facilities to assess facilities for program, entertainment, banquets, exhibitors, etc. (Should have representatives from program, vendors, exhibits and banquet.) Finalize menus, assess equipment available, (easels, display for signage), and assess registration and storage areas. Investigate historical or artistic points of interest within community.
- 1.1.7. Meet monthly with committees or committee co-chairs .
  - a. Provide agenda for each team meeting. All meeting documentation is to be put in the final conference notebook or computer record
  - b. Assist all chairs with their jobs.
  - c. Individual committee "Suggested Monthly Task Log", (committee journals) these should contain: Title, job description, tasks, possible problems, possible solutions, suggested numbers of committee numbers needed, resource list etc.
- 1.1.8. Strive to connect conference to the unique features of the hosting community.
- 1.1.9. Set Conference Budget, Target for a profit of \$25,000 to \$30,000.
  - a. Budget itemization with key expense items, work with conference bookkeeper & MAEA treasurer.
  - b. Turn in signed [by chair[s]] presenter reimbursement forms with receipts, tickets, and signature of chair within three weeks of conference closing to bookkeeper.
- 1.1.10. Solicit individuals or regions to create conference quilt to be raffled at conference.

**Eight Months**

- 1.1.13. Search out and secure off site workshops and times. Communicate to Program chair.

**Six Months**

- 1.1.14. Invite special guests NAEA leaders and state officials

**Three months**

- 1.1.15. Provide Executive Secretary with conference program for publication on the web two weeks before registration deadline
- 1.1.16. Arrange for gifts for keynote speakers, Super session presenters, Michigan artists, team members and presenters.
- 1.1.17. Provide greeters, host & hostess for keynotes, guests and MI artists.

**One Month-two weeks**

- 1.1.18. By the close of hotel registration notify conference who will be receiving which nights complimentary rooms. Keep in mind the number of earned comp rooms through hotel registration should be in alignment with the number rooms offered for MAEA volunteers [rooms recommendations are based on the actual days the volunteer works for the conference team on site]

- a. Three nights for vendor chair and two merchandise chair.
  - b. Three nights for registration team members which includes bookkeeper/ registrar, treasurer, Executive Secretary, in shared rooms by gender.
  - c. Keynotes, MI artists, featured speakers.
  - d. Conference Chairs.
  - e. Presidential Suite for President and registration team if there are two bedrooms in the suite.
- 1.1.19. Arrive the night before the conference to help stuff bags, set up registration, and troubleshoot. (Bring supplies- scissors, stapler, pens, markers, tape).
- 1.1.20. Provide meals for fulltime registration team onsite (as they work)
- 1.1.21. Membership Secretary will provide member names printed out for name badges at conference chairs
- 1.1.22. Determine process for identification [name tags] of members, presenters, vendors, speakers, etc request.

#### **At or Post Conference**

- 1.1.22. Oversee time schedule at conference, especially at business breakfast / luncheon
- 1.1.23. Conference Team Chair[s] are Responsible for presenting recommendations for conference policy updates to MAEA Executive Board..
- 1.1.24. Pass on meal count to future conference co-chairs.
- 1.1.25. Conference co-chairs each receive a stipend of \$500.

#### **Financial Responsibilities**

- 1.1.26. Work closely with MAEA Treasurer and bookkeeper on all conference related finances.
- 1.1.27. Get a list of names and amounts for refunds to the Bookkeeper in a timely manner prior to the conference.
- 1.1.28. All receipts must be turned in with the official conference reimbursement form, signed by the conference chair in charge of finances.
- 1.1.29. Turn in presenter reimbursement forms with receipts, tickets, and signature of chair within three weeks of conference closing to bookkeeper.
- 1.1.30. Strongly encourage presenters to turn in their tickets, receipts for supplies, and reimbursement form at the conference.
- 1.1.31. Interim report to Executive Board for December Financial meeting

#### **1.2. FORM LETTERS:** (letters to be completed by committee chairs, passed on to conference secretary for addressing/ mailing) **18 months**

- 1.2.1. Letter of invitation to prospective Keynote speakers.

#### **One Year**

- 1.2.2. Keynote Speaker contract with approval of Executive Council [*see MAEA policy document 11.0 Signature Authorization, also noted below*]:

##### ***11.0 Signature Authorization [MAEA Policy Document]***

***11.1. It shall be the responsibility of the President [or designated agent] to represent the association with his/her name and signature on legal and ceremonial documents requiring such authorization and validation.***

***11.2. It shall be the responsibility of the Treasurer to represent the association with his/her signature on all financial documents and accounts requiring authorization and validation that either the President or Treasurer could sign.***

- 1.2.3. List the names, addresses, e-mail, and phone numbers of persons who held that particular position or coordinated that particular site contract.

- 1.2.4. Conference Reimbursement Request Forms [clearly stating what will be reimbursed and that actual receipts must be attached].

- a. Clearly state what will be reimbursed with actual receipts attached.
- b. Reimbursements will be receipted based on total number of tickets sold.
- c. Any costs exceeding that amount can be deducted from your personal income tax.

#### **6-7 Months**

- 1.2.5. Master Checklist for Fall *ArTeacher* to include suggested elements of each conference: Division Level Meetings, Council Meeting, Region Meetings, Business Meal, Keynote Speakers, Retired Educators Luncheon, Student Teacher Forum, Major Entertainment, Michigan Artist Series, Super Sessions, Empty Bowls, Executive Council meeting, Higher Education meeting, etc.

#### **3-4 Months** [meet *ArTeacher* Deadline]

- 1.2.6. Write welcome letter for final program get to Executive Secretary prior to deadline.
- 1.2.7. Presenter notification letter sent prior to conference must include:
  - a. Instructions that any on site AV changes will be charged to their personal charge.
  - b. Call the registrar a week after registration closes to check on enrollment in their workshop as well as to check on conference site with the registrar.
  - c. Rules for conference site, ie. Food, beverages, wall tape, pins, etc.

- d. All presenters must guarantee that their presentations stay within the description on the Presenter Proposal Form.
- e. Presenter Conference Reimbursement form
- f. These requests for reimbursement can/ *should* be submitted at the conference immediately following their sessions with their tickets, if applicable-
- 1.2.8. Presenter Reimbursement form:
  - a. Clearly state what will be reimbursed with actual receipts attached.
  - b. Reimbursements will be receipted based on total number of participants.
  - c. Any costs exceeding that amount can be deducted from your personal income tax.
- 1.2.9. Registration Form to publish in *ArTeacher*. [July 1]
- 1.2.10. Letter to the administrators of presenters acknowledging their volunteer contribution to the conference. This should be sent mid August with the President's signature.
- 1.2.11. Letters to Superintendents, Principals, Curriculum Director for each presenter. These letters must be given to the President with the addressed envelope, ready for signature and mailing.

**Four Weeks**

- 1.2.12. Press releases.
- 1.2.13. Conference Evaluations (to be included in Conference Booklet and conference bags written by the next conference chairs).

**At or Post Conference**

- 1.2.14. Thank you letters for presenters, vendors, donors, volunteers.

**1.3. CO-CHAIR TASK TIMELINES:** (Listed in order of importance and completion.) Dates should be assigned once the official conference dates are established.

**18 Months prior to Conference:**

- 1.3.1. Confirmed co-chairs attend NAEA conference 1 1/2 year prior to their conference with financial support from council. [Each chair is allotted a maximum of \$500 each.]
  - a. Co-Chairs should contact the vendor coordinator to discuss working the Vendors area at NAEA conference together.
  - b. Attend MAEA conference and council meetings two years prior to your conference.
  - c. Evaluate sessions, if possible secure requested repeats, establish contacts for next conference.
  - d. Review conference evaluations from conference prior to yours, this may lead to suggestions for program as well as other ideas.
  - e. Solicit program COMMITMENTS.
- 1.3.2. Begin to solicit team members about 1.1/2 years prior to conference and establish committee, be sure to utilize local people.
- 1.3.3. Meet monthly with committees or co-chairs. Provide an agenda for each team meeting.
- 1.3.4. Develop mission statement with as much of the team as possible; share with Executive Council at June meeting

**12 Months prior to Conference:**

- 1.3.5. Submit Mission Statement to Executive Secretary for publishing in Fall *ArTeacher* one year prior to Conference.
- 1.3.6. Secure Keynotes, Super speakers and/ or MI artists [no less than one year in advance, suggested budget \$10,000 total]. Fees beyond this amount must have sponsorship. Super session speakers and MI artists would be our guests at the conference with room/meals provided. Fee beyond that is negotiable.
  - a. Secure transportation for keynote speakers, off site workshops, off site entertainment, gallery crawl, etc.
  - b. Research and solicit conference/speaker funding.

**6 Months prior to conference:**

- 1.3.7. April 1 Presenter proposal Deadline, or date as determined by chairs

**3 Months prior to Conference:**

- 1.3.8. Send confirmation letters to presenters with instructions that if they change the AV needs they will need to pay for those changes on site. [see 1.2.7].
  - a. Arrange for presenter packets to be distributed in the presenter line at Registration
- 1.3.9. The most complete AV list possible should be turned over to the Technology Chair [or conference team designee] and the designated hotel *contact* at least six weeks prior to the conference, allowing time for communication to presenters. Equipment fees are set by the hotel and are not negotiated
- 1.3.10. Follow all *ArTeacher* deadlines: Everything must go to the *Executive Secretary* [see *MAEA Communications Doc.*]
  - a. 3 months prior to conference program goes to printer for layout [minimum of three weeks before July 1 regular *ArTeacher* deadline].
  - b. Proofed and edited two months prior to conference, by conference team and registrar.
  - c. Printed and in members hands two months prior to conference..

**1 Month prior to Conference:**

- 1.3.11. Work on getting publicity out in a timely manner to papers, TV etc.
- 1.3.12. Work with tech Chair to contact every presenter to get final AV needs.

#### **At or Post Conference:**

- 1.3.13. Provide a list of "fee waived" guests to be kept at registration
- 1.3.14. Send Thank you notes to presenters, vendors, Keynotes, Sponsors.

#### **90 Days Post Conference:**

- 1.3.17. Coordinate with the conference bookkeeper clear Financial records by January Executive Council meeting following the conference.
  - a. Final report at the March [90 days post conference] Executive Council meeting at the latest.
  - b. Include in conference report total number of attendees as well as #'s for each meal function with per person cost and # paid.
- 1.3.18. Update conference documentation with counts, journal entries, council changes to conference policy.

#### **1.4. CONFERENCE SECRETARY: Choice of conference chairs**

- 1.4.1. Take minutes at all conference team meetings.
- 1.4.2. Mail monthly minutes to conference Team, President and President Elect, *Executive Secretary*.
- 1.4.3. Update conference documentation with counts, journal entries, submit to Executive Board for possible changes or updates in the conference policy.
- 1.4.4. Work on getting publicity out in a timely manner to papers, TV etc.
- 1.4.5. Assist in mailings. To Superintendents, Principals, Conference presenters etc
- 1.4.6. Work with Conference chairs to compile all conference correspondence, sponsorship information, printed programs, photos, etc having to do with the conference in an organized report, [i.e. three ring notebook, computer CD] upon completion of the Conference.

#### **1.5. FUNDRAISING:**

- 1.5.1. Contact local and statewide individuals and companies who may have a reason to support the arts or the conference.
- 1.5.2. Arrange for receipt of funds/goods, and acknowledge in the program.
- 1.5.3. Send thank you letters and conference programs to sponsors.
- 1.5.4. Visit vendors at MAEA conference the year prior to your conference to secure donations, bags, etc.
- 1.5.5. Fundraising introduction letters with the approval of Conference Chairs
- 1.5.6. Send sponsor contact info to Executive Secretary for the mailing of the Fall ArTeacher and conference journals.
- 1.5.7. Research and secure funding; check corporate, private and organizational sources
- 1.5.8. MAEA Tax Exempt federal ID number included in each letter to a donating sponsor**

#### **1.6. CONFERENCE TREASURER- MAEA Bookkeeper [the conference Chairs, Treasurer, Bookkeeper will follow the procedure described in the MAEA Policy" 2.0 Financial Policies and 5.0 Banking Procedures "]:**

- 1.6.1. MAEA Treasurer and /or Bookkeeper will open checking account following the MAEA Policy 5.0 Banking Procedures listed below:**

##### ***5.0 BANKING PROCEDURES MAEA Policy Document:***

***5.1. ATM cards shall not be approved for use to pay for any conference or association expenses.***

***5.2. All association accounts shall be in the name of the association. Conference accounts will specify the conference year or special uses such as scholarship funds, grants, or other uses approved by the Executive Board.***

***5.3. All association accounts shall have authorized signatures from the President, Treasurer, and Bookkeeper as standard operating procedure. Conference accounts shall have the additional signature of the Conference Chair(s).***

***5.3.1 All accounts shall be set up and signed according to state banking and federal homeland security laws.***

***5.3.2 Association signatures must be updated with association elections and in accordance with state laws.***

***5.3.3 Consideration should be given to selecting a banking company that is widely available throughout the state or with accessibility to all board members approved to conduct banking for the association.***

- 1.6.2. Make sure you have approximately 600 checks (a safe number).
- 1.6.3. Get a self-inking stamp to use for deposited checks. Purchase signature stamp (FOR DEPOSIT ONLY) and two additional stamps, one for membership registrar, one for conference treasurer.
- 1.6.4. Bookkeeper/ Treasurer will clearly establish the categories to electronically keep documentation of the conference finances following the GAAP, [Generally Accepted Accounting Principles].
- 1.6.5. Deposit seed money provided from MAEA.
- 1.6.6. Keep in constant communication with the conference chairs.
- 1.6.7. Write checks and make deposits as approve by the conference chairs.
- 1.6.8. Work cooperatively with registrar to deposit registration fees.
- 1.6.9. Write reimbursement checks from information sent to you from registrar.

#### At Conference:

- 1.6.10. Attend 1st day of the conference (from the early a.m. unless you are the acting registrar) to provide all needed checks.
- 1.6.11. Provide cash box seed money [\$500.00] for merchandise and registration. *[see below for MAEA Policy]*
  - 14.0. CASH BOX [ MAEA POLICY DOCUMENT]:**
    - 14.1. Before placing into service, money in all cash boxes provided by the Treasurer or Bookkeeper shall be counted by the designated association member(s) to verify the starting cash amount(s) on the form provided by the association.**
      - 14.1.1. Cash received at a conference or other association sponsored event must be counted out at the beginning and end of each day. A "Daily Receipt Recap Sheet" must be signed and dated and deposited that day, or the next morning. The deposit slip must then be attached to the "Daily Receipt Recap Sheet" and turned into the treasurer or designated party for the official association records.**
    - 14.2. Designated association member(s) who are in possession of the cash boxes shall be responsible for the welfare and safe keeping of the boxes and its contents before, during, and after sales activities.**
    - 14.3. Designated association member(s) who are in possession of the cash boxes shall be responsible to count the contents and write down the total dollar amount on the form provided prior to returning the box(es) to the Treasurer or Bookkeeper.**
- 1.6.12. Deposit any money from the conference on a daily basis
- 1.6.13. Make sure a minimal amount of checks are available the remainder of the conference so that checks can be written as needed.
- 1.6.14. Get Social Security #s from the Conference Chairs for presenters making over the limit.
- 1.6.15. Arrange for labeled moneybags to be used at the conference.
- 1.6.16. Pay workshop reimbursements as requested/approved by conference chairs.
- 1.6.17. Go after those checks that "bounce."
- 1.6.18. Work cooperatively with the co-chairs to create the final conference financial report.
- 1.6.19. Balance the account.
- 1.6.20. Close the bank account.
- 1.6.21. MAEA Treasurer and Bookkeeper will provide the conference financial report at the January Executive Board and Council meeting. *[90 days post conference]* The final report is presented at the March *[90 days post conference]* meeting at the latest.

#### **1.7. REGISTRATION: The Registrar must be Executive Board approved and bonded. Registration team is made up of Registrar, Membership Secretary, Treasurer, Executive Secretary**

##### **Membership Secretary Job Description:**

- 1.7.1. Coordinate with Webmaster and Executive Secretary in efforts to register new and renewing members in a timely manner
- 1.7.2. If requested by the Conference chairs, assist in the process of creating name- tags for the registrants, presenters, key notes.
- 1.7.3. Nametag information, for personnel other than registrants must be sent a minimum of fifteen days prior to the conference.
- 1.7.4. Assist registration crew on sight at the conference, handling all membership issues.
- 1.7.5. Assist where needed with the registration process
- 1.7.6. Prepare labels for the on-site envelopes for all registrants
- 1.7.7. You may need to prepare mailing labels for those without email access.

##### **Registrar:**

- 1.7.8. Supervise creation of registration form; publish in fall *ArTeacher* prior to conference
- 1.7.9. Secure current membership list and said expiration dates from membership chair.
- 1.7.10. Verify accuracy of registrations, contact registrants if necessary.
- 1.7.11. Membership Secretary will provide member names printed out for name badges at conference upon chairs request.
- 1.7.12. Coordinate with Webmaster, conference chairs, Membership Secretary and Executive Secretary to manage the on line and mail in registrations.
- 1.7.13. As snail mail registrations arrive, put them into the conference database.
- 1.7.14. Send notice to those who snail mail registration without payment that they may enter the conference registration to pay by Pay Pal, or to send the amount determined asap
- 1.7.15. Send email payment notice a full **fifteen days** prior to the conference, then a **second email ten days** before the conference, and then **on the day on line registration closes.**
- 1.7.16. If registrants do not have an email address, **snail mail them once ten days** before the conference to allow the mail to arrive, and the check to be sent.
- 1.7.17. Prepare envelopes for each registrant to include their final conference receipt and any needed tickets

- 1.7.18. Assist registration crew on sight at the conference.
- 1.7.19. Monitor lists and make sure that the conference chairs have the info regarding meal numbers, handicap needs, special meals when requested.
- 1.7.20. Create tickets for ticketed events. All must be checked by the executive Secretary for accuracy. [two pair of eyes policy]
- 1.7.21. Monitor updated database of meal counts, session registrations counts, payment, provide data to conference chairs as requested. Etc.
- 1.7.22. **Stamp backs of checks, FOR DEPOSIT ONLY. Photocopy and deposit monies to conference account. [see MAEA Policy, Cash Box].**
- 1.7.23. Get a list of volunteers from Conference Chairs to help at registration desk. Create a schedule insuring that the registration desk is covered at all necessary times.
  - a. **Registration team help must be approved by registrar and the Executive Board to assure that trustworthy Individuals are in place when handling money.** Contact Volunteer Coordinator for list of names
  - b. **All registration workers need to approved to be bonded.**
- 1.7.24. Get change (\$500) from treasurer for registration desk and merchandise cash box. [see Conference Treasurer, Bookkeeper, 1.6.12]. \$350 for Registration, \$150 for Merchandise, more may be needed if the conference sells tickets, DVD's or needs to collect CEU cash or checks.
- 1.7.25. Have a list of waived guests at the registration site.
- 1.7.26. Work checking in attendees at conference desk.
- 1.7.27. Registrar is a stipend position, which could be up to \$2,500. The sum is determined by the number of attendees pro-rated, suggested at \$2.00 per attendee.
- 1.7.28. **NAEA cancellation procedure is to be followed: Cancellations after the conference registration due date must be submitted in writing. A \$50.00 processing fee will be charged on all cancellations after the due date. This information must be on the registration form.**
- 1.7.29. Maintain records of those pre-registered that will need a refund check at check-in registration.
- 1.7.30. Get a list of names and amounts for refunds to the Bookkeeper in a timely manner prior to the conference.
  - a. Double check list and checks onsite for accuracy.
  - b. Place checks in registration pick-up envelopes along with conference receipt for onsite check-in.
- 1.7.31. Request a safety deposit box at the hotel for use during the conference.
  - a. Registrar's name must be on the signature card as the responsible party.
  - b. Be accountable for emptying contents of the box and signing hotel's card at the end of the conference.
  - c. All monies collected must be counted using the "two pair of eyes" policy and daily recap sheets filed.
  - d. On-Site, Money should be deposited daily in appropriate MAEA account.

## **1.8. VOLUNTEER COORDINATOR:**

- 1.8.1. Set up a Volunteer Board, in the registration area, to recruit volunteers beginning at the conference prior to the one you are working on.
- 1.8.2. Develop an accurate list of volunteers and their addresses. Pass the information gathered to the President Elect.
- 1.8.3. Seek conference volunteers at the Council meetings prior to the conference. [March/ May]
- 1.8.4. Be sure those tasks given out are specific, and clear with deadlines. Do not duplicate tasks. Give specific times to be at a specific place.
- 1.8.5. Work with Chair[s] to identify teams who need help, match up volunteers
- 1.8.6. Provide a list of volunteers corresponding to the teams requesting help. Establish a Volunteer leader for each volunteer team, including those needed on site
- 1.8.7. Delegate organization of volunteers on-site.
- 1.8.8. Send out Thank You letters after the conference.

## **1.9. ART EXHIBITS COORDINATOR:**

- 1.9.1. Secure Chairpersons for:
  - a. Member's Show
  - b. Kids'n'Clay
  - c. Governor's Traveling Show
  - d. Elementary, Middle, High School Shows
  - e. Local Regional Show
- 1.9.2. Communicate budget, timelines and responsibilities to all exhibit chairs.
  - a. Let co-chairs know how many easels to order.
- 1.9.3. Work with conference chairs to find suitable placements for each show.
- 1.9.4. Assist chairs in finding proper pedestals, hanging boards etc.
- 1.9.5. Communicate to Signs/Graphics Committee Chair the signage needs.
- 1.9.6. Assist chairs when needed.
- 1.9.7. Coordinate specific times to set up and strike each show.

- 1.9.8 Establish and publish a definite time for work to be picked up.
  - a. Provide signage for pickup area.
  - b. Establish a procedure for taking home artwork that was not picked up.
  - c. Be sure that all work is picked up at the end of each show.

**2.0. TECHNOLOGY DIVISION CHAIR/ A.V. COORDINATOR:** If MAEA does not have a technology chair this position is filled by a designee of the Conference Chairs choice. Most technology needs will be met by the Conference site CRM.

- 2.0.1. Help research and line up technology proposals for the conference program.
- 2.0.2. Six weeks prior to conference assist conference chair in contacting each presenter to finalize AV needs
- 2.0.3. Work to assist presenters with technology needs and equipment. If hotel equipment is used, the following jobs may be limited, or not necessary.]
  - a. Compile a complete list of all audio/visual needs cooperatively with program chair ASAP.
  - b. Create master schedule of room #'s, audio/visual equipment needs and times needed (5-8 only if AV is not being contracted)
- 2.0.4. Be available at conference to troubleshoot and help with tech. problems.
- 2.0.5. Plan for photos of annual awardees in well lit areas and make sure the photos are sent electronically to the communications chair.
- 2.0.6. Take photos of workshops as you attend or participate. Find someone to assist you in workshops photos
- 2.0.7. Let Volunteer Coordinator and Chair[s] know you need volunteers for AV delivery [to the site if equipment is borrowed].
- 2.0.8. If volunteers are used make sure they receive a thank you note post conference.

**2.1. ENTERTAINMENT:** Most entertainment is handled by the person[s] in charge of each Special Event. They may refer to the suggestions listed below.

- 2.1.1. Plan entertainment for the prelude to the Awards Banquet and during Saturday Night Party.
- 2.1.2. Obtain a budget from co-chairs, research and secure affordable entertainment within the budget.

***[Follow MAEA Policy 11.0 Signature Authorization, noted below].***

***11.1. It shall be the responsibility of the President [or designated agent] to represent the association with his/her name and signature on legal and ceremonial documents requiring such authorization and validation.***

***11.2. It shall be the responsibility of the Treasurer to represent the association with his/her signature on all financial documents and accounts requiring authorization and validation that either the President or Treasurer could sign.***

***11.3. Documents that the Treasurer shall be authorized to sign on behalf of the association are checks, contracts that involve payments, documents dealing with tax exemptions, or financial institutions relevant to the checking or investment accounts.***

- 2.1.3. Establish self as a contact person for all entertainment
- 2.1.4. Send out letters of confirmation to entertainers: clarify dates, times, special needs of each entertainer including props and maps.
- 2.1.5. Compile a master list of entertainers, dates scheduled for, contact persons including phone numbers, entertainment fees and payment agreements.
- 2.1.6. Communicate with Conference Chair, MAEA treasurer *and/or* *bookkeeper* re: cutting checks for entertainers.
  - a. See that checks are delivered with thank you notes.
  - b. Greet or arrange for people to greet entertainers as they arrive.

## **2.2. MERCHANDISING:**

- 2.2.1. Contact Conference Chairs for conference logo design
- 2.2.2. Research T-Shirts, bags, aprons etc. to be sold. [check with past conference to see what is available].
- 2.2.3. Order items within budget (2-3 months before conference).
- 2.2.4. Supervise inventory and sale or distribution of conference merchandise.
  - a. Provide volunteer coordinator with schedule and it of people needed along with times.
- 2.2.5. Arrange for storage and late sale of or use of leftover items.
- 2.2.6. Fill out daily recap sheet of daily cash totals, sign, and turn in to designated person.

**2.3. PROGRAM / All publication info must follow procedure with Executive Secretary and be within budget. If over budget, it must be approved by Executive Board:**

- 2.3.1. Ensure that the conference proposal form is included in the program booklet of the conference prior to yours.
- 2.3.2. List and be sure to include all "required events" which are held at every conference. This list includes but is not limited to:
  - Keynote speakers
  - Super Session Speakers. *[optional]*

- Michigan Artist Series [optional]
- Division Level meetings
- Region Advocacy sessions {Elementary, Middle level, Secondary, Higher ed.]
- Awards Banquet
- Annual Business Meeting,
- Executive Board and Council Meetings
- Saturday Night Special Events,
- Retired Educators Luncheon
- Plan for VENDOR ONLY time
- Student lunch or pizza party
- Special Events should include but are not limited to: *Empty Bowls, Administrators Luncheon, Off-site workshops or events, Garage sale, Division Level meetings [Elementary, Middle School, Secondary, Higher Ed, Student level and Retired] Regional Advocacy sessions.*

1. *Make sure all annual special events fill out an Annual Event Document to assist you in meeting their needs.*

2.3.3. Solicit a variety of quality presentations at all levels (elementary, middle school, secondary, higher education, hands on, conceptual, advocacy, art education updates, state and national standards, etc.) Remember that universities, vendors, museums and the private sector can be utilized as presenters.

2.3.4. Verify that program proposals have all necessary information including audio/visual requests.

2.3.5. Schedule program on foam core board blocking out all session hours and rooms. Use post-its to adjust and rearrange program until a strong program is derived. These can be brought to conference as a quick reference to sessions.

2.3.6. Be sure that no sessions are scheduled opposite keynote speakers or Business meeting time.

2.3.7. Provide copy of the Conference Schedule, “copy ready” for the Fall *ArTeacher* to the *Executive Secretary* by July 1<sup>st</sup> or the *Fall ArTeacher* deadline, if at all possible.

a. This copy should not include session rooms as they are subject to change at this point.

b. Cross-reference repeated sessions with co-presenters.

2.3.8. Provide session titles and room numbers to the Signs/Graphics Committee ASAP.

2.3.9. Compile a presenter index to be included in the program.

a. Compile separate list of presenters with fees charged.

b. Create a list of ticketed events including charges to be used in making up tickets.

2.3.10. Work with co-chairs to arrange for gifts to be given to presenters. Work within budget.

2.3.11. The budgeted amount for the Fall *ArTeacher* is paid by MAEA while the Conference program is paid through the conference earnings.

2.3.12. Assure that the needs of the Annual Special Events Chairpersons are met with regard to space, tables, elevators or loading docks, and advertising in the Spring and Fall *ArTeacher*'s

#### 2.4. SIGNS AND GRAPHICS:

2.4.1. Secure a committee to design and create nametags, working with conference theme.

a. Include identification for students and volunteers, officers, conference committee, presenters

2.4.2. Procure list of session names, presenter room numbers and applicable days of sessions from Registration chair.

2.4.3. Create signage indicating:

- |   |                             |
|---|-----------------------------|
| • Sessions                                    | Parking                     |
| • Directions around the hotel/conference site | Division Level Meetings     |
| • Transportation                              | Retired Educators Luncheon  |
| • Keynotes                                    | Empty bowls                 |
| • Special events                              | Hospitality                 |
| • An announcement board                       | Gallery crawl               |
| • Region meeting / times and locations        | Dinners                     |
| • Receptions                                  | Anything else that comes up |

2.4.4. See that signage is set up in a timely fashion.

2.4.5. Provide signage for outside (directions in the parking garage, Bus Stops, etc.

2.4.6. Provide a message board with sticky notes.

2.4.7. Let co-chairs know the number of easels needed for signage.

#### 2.5. SPECIAL EVENTS: See 2.3 list of events

2.5.1. Work with conference chairs to supervise arrangements, preparation for and scheduling of all special events:

## **2.6. STUDENT REPRESENTATIVE:**

- 2.6.1. Correspond with college and university art departments to recruit art education students to come experience a conference.
  - a. Contact Membership Secretary at least four weeks prior to annual conference to get a list of contact information for student members.
  - b. Contact all Universities and Colleges with information on the MAEA Student members
  - c. Provide contact information for new student members on the MAEA website
- 2.6.2. Provide a list of students needing conference mentorship far in advance of actual conference.
  - a. Work cooperatively with the Higher Ed Division Chair to disseminate information on the Student Sponsorship grant to all student members.
  - b. Students may apply to have Student Sponsorship to the annual fall conference through the Higher education Chair.
  - c. Students will be selected on a first come/ first serve basis.
  - d. The committee will look into an application process when the program and funding are established.
- 2.6.3. Work with Higher Ed. Division Chair to set up a luncheon for students. Chair the luncheon, facilitating a discussion of needs and brainstorming opportunities for student involvement. This luncheon should be held concurrently with Division Level Meetings.
  - a. Create a source of dialogue with the student members to determine and assess their focus topic for the conference.
  - b. Develop a program to place pre-service student members with mentor teachers possibly at the Empty Bowls luncheon.
- 2.6.4. Communicate the ideas and needs generated at the luncheon to the conference secretary, to be included in the conference book or information.
- 2.6.5. Coordinate a student information table close to the registration area and staff for the conference with student volunteers.
- 2.6.6. Work cooperatively with the Higher Education Division Chair
- 2.6.7. Collect student scholarship verification forms at the end of the conference and turn in to the Higher Ed Division Char or to the president Elect.

## **2.7. TRANSPORTATION:**

- 2.7.1. Communicate with conference chairs to ascertain transportation needs throughout the conference:
  - a. Off site workshops, pick-up / drop off.
  - b. For Keynote Speakers.
  - c. Gallery Crawl.
  - d. off site exhibits.
- 2.7.2. Solicit bids from available resources. Work with a school system if possible if busses are less expensive.
- 2.7.3. Book reservations early.
- 2.7.4. Confirm reservations one month prior to conference.
- 2.7.5. Communicate signage needs to Signs and Graphics Committee.
- 2.7.6. Supervise transportation at the conference. If necessary, arrange for guides on busses.
  - a. Be sure there is one person on each bus responsible for counting numbers, collecting tickets, getting on the bus at conference site as well as counting people getting on the return bus. This assures that no one is left behind.
  - b. Compile an informational page for each transport vehicle, including address and directions to and from the site, who is expected on that particular trip and departure and expected return times.
  - c. Arrange for a guide on each transportation vehicle.
- 2.7.7. Create Off site and tour information request and acceptance letters with the approval of Conference Chairs

## **2.8. VENDORS:**

- 2.8.1. Go to the National conference 1 1/2 years prior to your conference. This is a great place to network with vendors and see the newest tech and supplies that we would like offered at our conference.
- 2.8.2. Take a flier about your conference with you and pass it out to vendors with information to contact you and with deadline dates.
- 2.8.3. Work with conference chairs and site director to select a suitable space for exhibitors.
  - a. Water and electricity are often necessary.
- 2.8.4. Select a company to set up vendor booths (In the past, MAEA has used ARTCRAFT out of Lansing Michigan).
- 2.8.5. Using that information work with conference chairs to determine the cost to be charged to each vendor for exhibitor space and for hotel space.
  - a. Booth rental generally ranges between \$300 and \$350 per conference with skirted, curtained spaces with a table and chair.
  - b. The price per booth should not be lower than the previous conference year.
- 2.8.6. Include letter to vendors in the database, conference documentation.

- 2.8.7. Include names and phone numbers of conference chairs in vendor letter as additional contacts, (in addition to those of vendor chair).
- 2.8.8. Post vendor Application on website and monitor vendor applications to keep up on correspondence needs
- 2.8.9. Have vendors cards sent electronically to Executive Secretary before final due date for conference journal.
- 2.8.10. Send vendors letters of registration, make phone calls soliciting vending companies.
  - a. Include a hotel registration form.
  - b. Information on receiving supplies at the hotel/conference center.
  - c. Directions to the site and parking information.
- 2.8.11. Provide a list of vendor names and booth numbers to the nametag committee.
- 2.8.12. Create exhibitor packets to be given out at the conference, including:
  - a. Map of hotel and exhibition area.
  - b. Information on provided refreshments or luncheon.
  - c. Information on next year's conference.
  - d. Copy of conference Journal for each booth [notify Executive Secretary of the number needed prior to the conference.
- 2.8.13. Place vendor names and booth numbers in the database or conference documentation.
- 2.8.14. Post the vendors and booth numbers outside the exhibit area.
- 2.8.15. Arrange for hospitality for vendors.
- 2.8.16. Provide lunch for vendors.
- 2.8.17. Collect door prizes from vendors to be given away at the Saturday night party.

## 2.9. EXECUTIVE SECRETARY:

### Publications:

- 2.9.1. Completed material for the Fall ArTeacher and any other publications must go to Executive Secretary.
- 2.9.2. The Executive Secretary is to facilitate the insertion of the conference material into the Fall *ArTeacher*.
- 2.9.3. The Executive Secretary is responsible for remaining within the MAEA budget plan.
- 2.9.4. The following deadlines must be met:
  - a. April 1st deadline for presenter proposals.
  - b. 3 months prior to conference program goes to printer for layout [minimum of three weeks before July 1 regular fall *ArTeacher* deadline].
  - c. Proofed and edited two months prior to conference, by conference team and registrar.
  - d. Printed and in members hands two months prior to conference.
  - e. Conference Chair writes welcome letter for final program get to Executive Secretary prior to deadline.
  - f. Publish Conference Mission Statement in conference Program one year prior to conference
  - g. Provide Conference schedule copy ready to the Executive Secretary by July 1st if at all possible (this copy should not include session rooms as they are subject to change at this point). Cross-reference repeated sessions with co-presenters.
  - h. Copies of the Conference Journals must be provided for each vendor
- 2.8.5. Fall ArTeacher is sent to: NAEA President, Executive Director, Western Region President, (consider these for Super Session speakers).
- 2.8.6. Publish conference program on the web two weeks prior to registration deadline.
- 2.8.7. Ensure that the next conference proposal form is included in the program booklet and is included in subsequent ArTeachers as well
- 2.8.8. ***The Conference chair[s] is responsible for “copy ready” conference schedules and all information related to the conference program.***
  - a. ***Copy Ready is defined as proper punctuation, spelling, and ready to be dropped into the graphic layout for printing.***
  - b. All hotel forms, registration forms should also be submitted as copy ready.
- 2.8.9. The Conference Chair[s] is not responsible for the graphic layout of the fall ArTeacher conference section or the Graphic layout of the special Conference Book.
- 2.8.10. The Conference Chair[s] may work cooperatively with the Executive Secretary and the MAEA graphic designer on the layout of these two editions if all parties agree to a procedure, which will enable them to cooperatively meet all deadlines. A major issue to consider is compatible software.
  - a. ***No software is to be purchased with conference or association funds without the express consent of the Executive Board.***
- 2.8.11. All advertising is to be sent to the *Executive Secretary*.
- 2.8.12. A list of all conference sponsors and their corresponding level of sponsorship should also be sent to the Executive Secretary. This will assure that they are awarded the proper size of advertisement as per their level of sponsorship.

### Pre and On-site Conference:

- 2.8.13. Executive Secretary works with Conference chairs to facilitate all contracts.

- a. Site contract negotiations or changes must have approval of Executive Board
- b. Facilitate keynote speaker contracts with approval of Executive Board
- c. Obtain W-9 forms from all presenters paid over \$599 before paying for services

**Registration:**

- 2.8.14. As Executive Secretary work cooperatively with the registration team made up of the Webmaster, Membership Secretary, Conference Registrar, and Treasurer.
- 2.8.15. Assist the registration process by working with the Registrar on registration problems, phone calls, cancellations, and anything that is needed.
- 2.8.16. Coordinate with the Executive Board for additional personnel at on site registration.
- 2.8.17. Make sure the conference has the requested on site insurance coverage.
- 2.8.18. Assist in preparation of on site registration envelopes
- 2.8.19. Be the second pair of eyes on all tickets, times, locations, prices. Check with conference team for final times to include departure times/return times.
- 2.8.20. Provide assistance to Conference chairs in planning their registration process and printed registration page in the fall *ArTeacher*.
- 2.8.21. Attend conference-planning sessions to be informed of conference team needs, and to bring those specific needs to the attention of the registration team.
- 2.8.22. Report to the executive Board during and after the conference regarding the registration process.
- 2.8.23. Input the ticketed sessions and pertinent on-line conference registration information into the registration database once all is proofed and ready for printing and posting.

**Webmaster Job Description:**

- 2.8.24. The Webmaster will provide expertise in the on line registration process.
- 2.8.25. The Webmaster will cooperate with the members of this team to assist in resolution of member problems experienced while registering on line.
- 2.8.26. The Webmaster will assist, via, computer, should the need arise while the team is on site. This is contingent on availability, it is not to conflict with responsibilities to other full time employment.

**3.0 EMPTY BOWLS: Job Description**

- 3.0.1. Recruit other teachers, form a team of 3 to 5.
- 3.0.2. Discuss with Conference Chairs: benefactor, menu, location of luncheon (distance, space), and entertainment.
- 3.0.3. Create a theme (optional, but fun).
- 3.0.4. Email members: theme, where to get clay and glazes, when and where to drop off bowls (this info. can be announced at a later date), ask members to respond if interested and give number of bowls they will make.
- 3.0.5. Solicit professional ceramic work to auction off. Do this early. The artists will appreciate it. Communicate theme if it's important. Set a date to pick up artwork from the artists. Get name and address of artists to send thank you cards later. Make a name plaque for each artist to display at event. Take a picture of raffle winner with ceramic bowl to send along with thank you card.
- 3.0.6. Entertainment ideas: solicit the city's orchestra, college music dept., high school music directors, community music entertainers....Solicit them early and make sure it is a solid commitment. Ask them to donate their time and talent for a good cause. Once they commit, send them a reminder once in a while. One month to event, remind them weekly. Decide on time for them to set up and to play.
- 3.0.7. Contact benefactor, ask them to make an appearance and prepare a speech to inform teachers of their organization. Ask them for any artifacts which you can use to display at the luncheon. Brochures from organization is good

**Timeline: A month before Conference:**

- 3.0.8. Discuss with Chairs: location, set up of room: # of tables for people, # of tables for food and beverage, # of tables for bowls and raffle items.
- 3.0.9. Have ready: raffle tickets, center pieces, students' artwork you wished to display.
- 3.0.10. Communicate to: benefactor, entertainers, your team where event will take place and time they should be there.
- 3.0.11. **Email members:** where to drop off bowls at conference.

**Day of Luncheon:**

- 3.0.12. Set out bowls, center pieces, raffle items and artwork.
- 3.0.13. Job for team: collect tickets at door, monitor raffle table, monitor tables with students' bowls, room monitor (communicate needs to kitchen staff).
- 3.0.14. Thank Empty Bowl participants for their donation and thank entertainers too.
- 3.0.15. Invite benefactor to make a speech.
- 3.0.16. Pack up left-over bowls at the end of luncheon and clear them out of the room.

3.0.17. Any cash donations are to be counted by two people, sealed in an envelope with the signatures from each person. This envelope is given to the Conference Chair[s], MAEA Treasurer, MAEA Bookkeeper, or MAEA President immediately following the event. No money is to be deposited in any personal accounts.

**3.1 Conference Policy Maintenance Procedure:**

*3.0.1. Suggested edits to this document are to be submitted in writing to the Executive Board yearly by the MAEA Conference Chair[s]. The Executive Board will consider these suggestions after each conference.*

*3.0.2. The Executive Secretary is responsible for updating and making revisions as determined by the Executive Board to this document as stated in Section 6. e of the MAEA By-Laws.*

Revised, Dec. 2007

Current revision March 2009

Appendix 1:



**MAEA ANNUAL CONFERENCE EVENT FORM:**

This form is used by MAEA Conference Chairs to make sure that special needs for these events are met. This form is also used to make sure that this event is printed in both the Fall *Arteacher* and the on-site Conference book.

The following events are requested to file this form by **April 1**: Special Events should include but are not limited to: *Empty Bowls, Administrators Luncheon, off site workshops or events, Garage sale, Division Level meetings [Elementary, Middle School, Secondary, Higher Ed, Student level and Retired] Regional Advocacy sessions.*

**Name of Annual Event:** \_\_\_\_\_

**Event Chairperson Contact Information:**

Name: \_\_\_\_\_ email: \_\_\_\_\_

Phone: \_\_\_\_\_ cell: \_\_\_\_\_

Address: \_\_\_\_\_ City/zip \_\_\_\_\_

Co-Chair[s]: \_\_\_\_\_

Email: \_\_\_\_\_ phone: \_\_\_\_\_

Address: \_\_\_\_\_ city/zip: \_\_\_\_\_

**Special Needs:**

How many participants? \_\_\_\_\_

Elevator access: \_\_\_\_\_ YES \_\_\_\_\_ NO

Extra Volunteers to help set up/take down: \_\_\_\_\_ YES \_\_\_\_\_ NO

**Room Set up:** [circle appropriate needs] Banquet Theatre Classroom

*If you will be handling money you will need to get the MAEA Daily Recap form from the Conference Chair, Bookkeeper or the Executive Secretary.*

MAEA Daily Recap form: \_\_\_\_\_ YES \_\_\_\_\_ NO

**Technology Needs:** *You must bring your own slide projectors/carousels. Lap-top. LCD projectors, cables/extension cords. [*

*Note: if you arrive at the conference and ask for equipment that was not requested on this form, you will need to provide a credit card to the hotel or conference facility to have the last minute equipment charged directly to you.]*

The following events are requested to file this form by **April 1.**

**Send to the Conference Chairperson.**

Appendix 2:



**DAILY RECEIPT RECAP SHEET [revised 3-2009]**

DATE \_\_\_\_\_

MORNING START UP [IMPREST] \$ \_\_\_\_\_

\_\_\_\_\_  
initials

\_\_\_\_\_  
initials

CASH COLLECTED \$ \_\_\_\_\_

CHECKS COLLECTED \$ \_\_\_\_\_

**TOTAL** \$ \_\_\_\_\_

LESS IMPREST AMOUNT \$ \_\_\_\_\_

**DAILY DEPOSIT** \$ \_\_\_\_\_

\_\_\_\_\_  
signature

\_\_\_\_\_  
title

\_\_\_\_\_  
signature

\_\_\_\_\_  
title

Tally the number and amount of each denomination on the back of this sheet and turn in with cash to the treasurer or designated Executive Board member, each day.