

DEPARTMENT FALL CONFERENCE CHAIRMAN'S INSTRUCTIONS

Reviewed and Revised May 2024

Section I – General Information

1. You are to appoint no more than three (3) Fall Conference Instructors with the approval of the Department President. You may choose to be an Instructor, if you desire.
2. You are required to attend the Fall SEC and Pre and Post-Convention SEC meetings and will receive mileage for these meetings only.

Section II – Finance

1. You are to let the Executive Secretary know by July 15 if you want her to make your hotel reservation. After this date, you will be responsible to make the reservation.
 - a There is a budget amount for your room for two (2) nights and the Department Treasurer will pay the hotel directly not to exceed the budget amount. Any extra charges are your responsibility.
 - b There is also a budget amount for your banquet ticket and your spouse's, if in attendance. There is no other compensation.
 - c The registration fees for you and your Instructors are waived.
2. Turn in all funds on Friday and Saturday to the Executive Secretary and obtain a receipt for same. Make out a complete financial report along with a copy of the registration list and send it to the Department President and Executive Secretary within fifteen (15) days after the Fall Conference.
3. When making out your financial report, you do not show any room charges. These are budgeted amounts.

Section III – Meeting Rooms, Requirements, Agenda

1. As soon as possible following your appointment, contact the appropriate AMVETS Dept Officer to advise him/her you are the Fall Conference Chairman and obtain any available information.

- a. If you are asked to make a site visit, you will receive budgeted mileage if you travel fifty (50) miles or further.
 - b. As soon as you have a reservation code, address, phone number, room rate, etc., send the information to the Department President for approval, write an article for the Auxiliary newsletter and request the Department Webmaster post the information to the Auxiliary website.
2. Ask the Department President if she has specific areas, she wants covered during the Fall Conference.
 - a. If she doesn't have anything specific, decide what you want covered and advise your Instructors what classes they are to be in charge of and how long they will have for their class.
 - b. Ask if they will need any visual aids in the meeting room. If they do, check with the contact person at the hotel about cost of the items and check the budget to see if this will be covered in the amount budgeted for the meeting room(s).
3. You are responsible to prepare the agenda for the classes, etc. for Fall Conference.
4. Be prepared to give a short welcome and to introduce the Department President at the Joint Opening session.
5. Check the meeting room(s) on Saturday morning to make sure they have been set up as instructed.
6. Ask the Ways & Means Chairman what time she wants her tables to be available Saturday morning. Advise her you will be reserving three (3) tables for her.
7. Contact the Gavelier's President to see if they are having a luncheon and if so, send her the information she needs to make the arrangements for this.
8. If you are not asked to make a site visit, send the appropriate AMVETS Dept Officer a list of your requirements and your agenda. Advise him/her to send you the meeting room assignments and written confirmation on everything.
9. Compose a "Welcome" letter and forward to the Executive Secretary along with your agenda no later than twenty-one (21) days prior to Fall Conference.
10. Advise the Instructors they are to forward any materials they would like to have copied for their class(es) to the Department Secretary no later than twenty-one (21)

days prior to Fall Conference. If they miss this deadline, they are responsible to get them copied at their own expense.

Section IV – Registration

1. Be sure to reserve a registration table for Friday evening and Saturday morning. You will need two ladies to work registration. The Executive Secretary will provide the following:
 - a. A list of pre-registrations with badges
 - b. A sheet for additional registrations
 - c. Blank badges for new registrations
 - d. Form for calculating registration income
 - e. Envelopes for registration money
 - f. Felt tip pins for blank badges

2. The registration times are as follows: **Friday – 5:30 pm until 6:15 pm; Saturday – 8:00 am until 8:45 am.**