

# Convention Committee Procedures

PREFACE: The Convention Committee is a Functional Committee of the NAWCC, Inc. The responsibilities of the Convention Committee are defined by the Bylaws and the Standing Rules of the NAWCC, Inc. One responsibility is to develop and maintain current procedures by which the Committee operates. These procedures, upon approval by the Board, will become part of the NAWCC Operations Manual. They must be updated as needed, but not less than every five years. The Convention Committee Procedures document below is intended to meet that requirement.

The following abbreviations will be used: BOD = Board of Directors; ED = Executive Director; CC = Convention Committee; NC = National Convention; RC = Regional Convention.

## **1. APPOINTMENT OF CONVENTION COMMITTEE MEMBERS**

### **a.) TASK**

The CC Chair selects and appoints members of the CC.

### **b.) CRITERIA**

1. The CC Chair is appointed by the NAWCC BOD.
2. The CC should consist of the Chair and at least four committee members.
3. The CC members are appointed to two-year terms by the CC Chair.
4. The individual CC members should have diverse backgrounds, such as knowledge and experience in chairing regional or national conventions, contract negotiations, and commercial insurance. Work experience in the Convention and Visitors' Bureau (CVB) field would be very useful. Experience with the Registration Program would also be valuable.

### **c.) PROCEDURES**

1. The CC Chair will compile a list of potential candidates to be members of the CC.
2. After consideration of the skills and experience of all the candidates, the CC Chair will select at least four members to aid the CC Chair in accomplishing the CC mission.
3. The CC Chair will advise the BOD Chair and the ED of the names of the candidates selected to serve on the CC.
4. If needed, the CC Chair may at any time add additional members to the CC.
5. A CC member's appointment may be terminated at any time by the CC Chair.

## **2. CONVENTION COMMITTEE BUDGET AND EXPENSES**

### **a.) TASK**

Develop and submit to the NAWCC ED a proposed CC budget each fiscal year, identifying planned work tasks and estimated expenses to complete each task.

### **b.) CRITERIA**

1. Consult with the BOD and the ED on improvements needed to make the Conventions and Symposiums more effective.
2. Identify goals and tasks planned for each fiscal year
3. Estimate cost to complete each goal during the fiscal year

### **c.) PROCEDURES**

1. Discuss with the BOD and with the ED the expectations and goals for the fiscal year.
2. Categorize and prioritize each goal.
3. Describe the tasks needed to achieve each goal.

4. Estimate the cost to perform each task.
5. Get total cost estimates for all goals for the fiscal year.
6. Submit goals, tasks and cost estimates for the fiscal year to the ED and request funding needed to reach the goals.
7. Revise goals and cost estimates in accordance with available funding.
8. Notify BOD what can be expected from the CC based on funding and manpower.
9. Expenses incurred by the CC Chair, with appropriate receipts, should be submitted to the ED for reimbursement.
10. Expenses incurred by the CC members, with appropriate receipts, should be reviewed and approved by the CC Chair and submitted to the ED for reimbursement.
11. The CC Chair must exercise control measures that prevent CC expenses from exceeding the approved budget. Projected overruns must first have ED approval.

### **3. REGIONAL CONVENTIONS**

#### **a.) TASK**

Review and approve requested dates for Regional Conventions and maintain a Master Schedule Book, in electronic or manual format or both, of all events.

#### **b.) CRITERIA**

1. Other than scheduling and reporting, neither the CC nor the BOD exercises control or oversight of RC arrangements, including site selection, contracts and budgets.
2. All RC's must be scheduled through the CC Chair or a person designated by the Chair to perform this task.
3. Records are required for traceability and accountability of scheduled events.
4. There shall be no more than one regional on any given weekend within the United States. International Regionals may occur on the same weekend as one in the US.
5. Regionals in close geographical proximity on adjacent weekends should be avoided.
6. Regionals that traditionally use the same date each year have priority over another Regional that might request that date before it is confirmed by the first regional.
7. Regionals are not scheduled on nationally recognized religious holidays, as defined in the NAWCC Standing Rules.
8. Regionals must be scheduled for one or more days and must be sponsored by two or more Chapters (host and co-host(s)) whose members must actively participate as RC committee members or workers.

#### **c.) PROCEDURES**

1. Setup and maintain a suitable record keeping system in electronic or manual format or both that provides storage and accountability of pertinent records.
2. Receive written or electronic request for a regional date from a host chapter (either from chapter President or Regional Chair).
3. If date requested is available, send Regional Acknowledgement Letter (see example in Appendix A), stating regional requirements, and include a Regional Convention Agreement form (see example in Appendix B). Also, advise of availability and source of a Regional Convention Handbook.
4. If date requested is unavailable, suggest alternate dates.
5. Enter a note in the Master Schedule Book that there is a Temporary hold placed on the date. Also enter Regional name and contact person.
6. Upon receipt of two copies of the signed Regional Convention Agreement form, change note in Master Schedule Book from Temporary to CONFIRMED.
7. CC Chair or designee signs both copies of the Regional Convention Agreement form and mails one signed copy to the Regional chairman. The other signed copy is retained as a verifiable record and a suitable notation is placed in the Master Schedule Book.

8. The CC Chair or designee forwards a copy of the signed Regional Convention Agreement form to a NAWCC staff member designated by the ED so the information can be published on the NAWCC web page and in the NAWCC BULLETIN and MART, beginning one year prior to the event.
9. Changes in RC date or location received by the CC Chair or designee from the host chapter President or Regional Chair are recorded in the Master Schedule Book and passed on to NAWCC for correcting the published information on the web page and in the BULLETIN and MART.
10. The CC Chair or designee must notify the Insurance Agent of any changes that may affect the insurance certificates.
11. The CC will review the advertising needs for the RCs and recommend policies to the BOD for paid or gratis advertisements in the MART.
12. Headquarters will send one copy of the Regional Summary Report form (see Appendix C.) within two weeks of the Regional scheduled starting date.
13. The CC Chair or designee will collect and evaluate Regional Summary Reports, noting any problem areas *or* useful information that might be helpful to other RCs.
14. The CC Chair or designee will send reminder notices to those Regional Chairs who fail to submit the required Regional Summary Report in a timely period.
15. The CC Chair shall make recommendations to the BOD, as necessary, regarding Regional activities needed to improve the conventions.

#### **4. NATIONAL CONVENTIONS**

##### **a.) TASK**

Review proposals and make recommendations to the BOD on arrangements, including site selections, contracts and budgets, for the annual NC.

##### **b.) CRITERIA**

1. National Conventions should be scheduled during the month of June and shall be hosted by one or more Chapters for a period of two or more days.
2. National Conventions shall include: educational exhibits of horological items; educational programs and workshops of horological interest; provide facilities for members to buy, sell and trade clocks, watches, tools and supplies; allocate sufficient rooms for the BOD meeting, Committee meetings and special interest chapter meetings; and an adequate room to conduct the Regular Annual Meeting of NAWCC members (date and time to be approved by the BOD).
3. Facilities for a NC must be of adequate size and location to assure compliance with the National Convention Requirements and Specifications (see Appendix D).
4. If there are no viable proposals from chapters to host a NC within a minimum of thirty months of a NC, the CC Chair must initiate the process by seeking out an appropriate convention facility and host chapter.
5. All contracts with the Convention Center and major hotels must be in the name of National Association of Watch and Clock Collectors, Inc. and must be reviewed by the CC and NAWCC legal counsel.
6. All contracts with the Convention Center and major hotels must be signed by the NC Chair, an officer of the Host Chapter, the CC Chair and the BOD Chair or designee.
7. Execution of subsidiary contracts is delegated to the NC Chair and/or designee(s).
8. Budgets shall be prepared and reported in a standardized format (see Appendix E) that identifies categories and line items within categories. Use of a standardized format permits comparative analysis of the NC financial reports and helps future NC Chairs develop budgets with assurance that important line items are not overlooked.

##### **c.) PROCEDURES**

1. The CC Chair must investigate the adequacy of the convention facility and hotels.
2. The CC Chair will assist the NC Chair in the negotiations. The CC Chair, the NC Chair and a Host Chapter Officer must be in agreement and sign the final contracts.

3. After review by the CC, the negotiated contracts must be submitted to the NAWCC legal counsel for review and release.
4. After contract review and approval by legal counsel, the CC Chair will prepare and submit to the BOD, for approval and Chair (or designee) signature, the contracts and a proposal containing a recommendation for or against the proposed NC. This proposal shall contain details on the convention facility and hotels, room blocks and room rates, host chapter and NC Chair, and other information needed for the BOD to properly consider the proposal. The CC Chair will prepare responses to any questions BOD members may have prior to contract signing.
5. Two years prior to the NC, the CC Chair will submit a Preliminary Budget, prepared by the NC Chair and approved by the CC, to the BOD for review and approval. The budget proposal must contain expected income and expenses in a standardized format (see Appendix E) and contain copies of contracts, with their attrition clauses. The BOD must approve the Preliminary Budget before the NC can proceed.
6. One year prior to the NC, the CC Chair will submit a Final Budget, prepared by the NC Chair and approved by the CC, to the BOD for approval. The budget proposal must contain expected income and expenses in a standardized format (see Appendix E) and contain copies of contracts, with their attrition clauses. The NC Final Budget must be approved by the BOD in order for the NC to proceed.
7. No registrations may be accepted and no monies received without: 1) first having BOD approval of the Final Budget, and 2) Second on or after the prior year NC.
8. The NC Chair should make periodic registration progress reports to the CC Chair that includes the number of pre-registrations and the number of mart tables and food function tickets sold. This information permits analysis of registration trends that can provide timely alerts that increased advertising might be needed.
9. The CC Chair will review the advertising needs for the NC and recommend policies to the BOD for paid or gratis advertisements in the MART.
10. The CC Chair will monitor the NC to assure the budget is being followed to the extent feasible.
11. The NC Chair must submit, within 120 days after the NC, a comprehensive final report to the CC Chair that contains detailed income and expense data and a narrative section discussing all aspects of the NC, expounding on problem and success areas. Recommendations to improve future NC's should be included.
12. The CC Chair will review and resolve any issues in the NC final report and submit it to the BOD no later than 150 days from the close of the NC.
13. The CC will maintain a cumulative statistical report on NCs that includes preregistration and onsite registration details, tables and room nights sold, charges for the various events, income and expenses, etc. This report will be made available to future NC Chairs to aid in their planning.
14. The CC Chair will make appropriate and timely recommendations to the BOD on actions needed to improve the conventions.

## **5. NAWCC TIME SYMPOSIUM**

### **a.) TASK**

Schedule one or more Symposiums annually, including the Ward Francillon Time Symposium.

### **b.) CRITERIA**

1. The Ward Francillon Time Symposium has preemptive schedule priority for the two last weekends in October.
2. Symposiums provide in-depth educational lectures and workshops on all aspects of the art and science of horology.
3. Mart and Auction activities are not permitted in conjunction with a Symposium.

### **c.) PROCEDURES**

1. Contact the Symposium Committee Chair to determine the specific dates of the Ward Francillon Time Symposium.
2. Reserve the date requested for the Ward Francillon Time Symposium and enter it into the Master Schedule.
3. Release the October weekend not selected by the Ward Francillon Time Symposium and make it available for use by a RC.

## **6. INSURANCE**

### **a.) TASK**

Procure and make available acceptable levels of Liability and Exhibit Insurance to RCs, NCs and Symposiums.

### **b.) CRITERIA**

1. All Regional and National Conventions and Symposiums are required to carry Convention Liability and Exhibit Insurance.
2. Liability and Exhibit insurance may also be provided to NAWCC Chapters having special events, such as membership drives and exhibits, when requested.
3. The current minimum level of Liability Insurance for an Event is one million dollars.
4. The level of Exhibit Insurance is left to the discretion of the Event Chair and should be based on the value of the exhibit itself.
5. The CC Chair or designated CC member negotiates Liability and Exhibit Insurance policies for all Events, including any Special Chapter Events, on a calendar year basis.
6. Extremely high costs prevent changes or adding events after policies are established and costs are determined for all the scheduled events in a calendar year.

### **c.) PROCEDURES**

1. The CC Chair or designated CC member should prepare an Insurance Cover Letter (see example in Appendix F) and an Insurance Acceptance Form (see example in Appendix G) in early October that will poll each Event Chair to determine if Liability insurance is wanted and if Exhibit insurance is wanted and, if so, at what level. The standard amount of personal liability insurance is \$1,000,000 and the standard amount of exhibit theft and damage insurance is \$50,000 or \$100,000 or \$200,000. A request for insurance higher than the standard must be submitted in writing to the CC Chair or designated CC member. Since the exhibit at a NC is generally larger than that at most Regionals, they have the option to buy more Exhibit insurance.
2. Prepare a letter of transmittal (see example in Appendix H) and send the Insurance Cover Letter and the Insurance Acceptance Form to the designated NAWCC staff person who mails them to each Event Chair.
3. A reply to the CC Chair or designated CC member is requested by October 15.
4. Since increasing the number of insured Events decreases the group insurance policy cost, the CC Chair or a designated CC member must contact those Event Chairs who do not respond to the first notice to determine their intent.
5. Those Events that decline to participate in the group insurance program and purchase their own insurance coverage must provide proof of insurance by submitting a copy of the insurance certificate or other evidence to the Chair or a designated CC member. Failure to do so may cause the CC Chair to refuse scheduling the Event the following year.
6. When the number of Events wanting to participate in the group insurance program, and at what levels, is determined, the data are included in a request for a proposal and submitted to one or more insurance agents by the Chair or a designated CC member for a price quotation.
7. After making a decision on the insurance carrier and cost, prorate the personal liability insurance cost among the Events requesting liability insurance. The cost partition should be equitable, with the larger attendance Events paying a higher cost

than Events that have a smaller attendance. Generally, a NC will pay the largest amount.

8. Similarly, the Exhibit theft and damage insurance cost should be prorated among the Events, based on the requested levels. For example, Events requiring \$100,000 coverage should pay approximately twice the premium paid by those Events requiring only \$50,000 coverage. The premium to a NC that requested additional Exhibit insurance would be more.
9. Once the insurance cost for each Event is established, the information is transmitted to the NAWCC Comptroller for contracting and billing purposes.
10. NAWCC pays the total insurance bill and sends an invoice to each Event Chair, stating the amount due and requesting payment to NAWCC.
11. It is the responsibility of NAWCC to collect all monies owed for insurance.

## **7. CONVENTION HANDBOOK**

### **a.) TASK**

Develop and maintain a Convention Handbook that identifies those elements that are required, as well as to present guidelines and suggestions for conducting a successful convention.

### **b.) CRITERIA**

1. The Convention Handbook should cover both RCs and NCs.
2. The Convention Handbook must be approved by the BOD and included in the NAWCC Operations Manual.

### **c.) PROCEDURES**

1. The CC shall prepare a Convention Handbook that describes all aspects of planning for conventions, including, as a minimum:
  - a. Convention definitions and requirements
  - b. How to start up and host a convention
  - c. Leadership roles
  - d. Convention organization
  - e. Description of Convention Committees
  - f. Duties and responsibilities of each committee
  - g. Determination of fees
  - h. Minimum content of Convention reports
  - i. A brief description of the Registration Program (RP)
2. Examples of forms and report formats should be included in the handbook.
3. The CC must review and update the Convention Handbook every five years.
4. The revised handbook must be presented to the BOD for review and approval.

## **8. APPENDICES**

- A. Regional Acceptance Letter
- B. Regional Convention Agreement Form
- C. Regional Summary Report
- D. National Convention requirements and Specifications
- E. Standardized Budget Format
- F. Insurance Cover Letter
- G. Insurance Acceptance Form
- H. Insurance Letter of Transmittal