

FGFOA Event Host Committee Manual

A. Structure

The committee is generally composed of 15 members plus one chair and one co-chair, who are appointed by the FGFOA president. The members, chair and co-chair serve as the coordinators of all events for the School of Governmental Finance (SOGF) and the Annual Conference. The chair and co-chair are responsible for the budget and coordinating the following activities:

- **School of Governmental Finance (SOGF):**
 - Welcome Bags
 - Speaker Gifts
 - Volunteers
 - 4 Hospitality Suite Events
 - Nightly Raffle Prizes
 - Game Prizes – If any
 - Specialty equipment – if any

- **Annual Conference:**
 - Welcome Bags
 - Speaker Gifts
 - Volunteers
 - Photographer
 - Opening Session – Organize the following:
 - Color Guard
 - National Anthem Singer
 - Invocation Speaker
 - Welcome Address (Local Mayor or prominent official)
 - Conference Events
 - Association Night
 - Hospitality Suites
 - Emerging Leaders
 - Tuesday Night Event:
 - Location
 - Entertainment
 - Food & Beverage
 - Transportation
 - Sporting/Exercise Events

B. Purpose, Goals and Action Plan

Purpose:

To plan and organize various events and activities to be held in conjunction with the School of Governmental Finance and the Annual Conference.

Goal:

To enhance the School of Governmental Finance and the Annual Conference by providing events and activities where delegates will become acquainted with other attendees in a friendly and enjoyable atmosphere. These events add to the educational value of the annual conference by allowing attendees to share their professional experiences with colleagues and others.

Plan of Action:

To memorialize the School of Governmental Finance and the Annual Conference by providing welcome bags to delegates and customized gifts to speakers.

To plan and organize various events and activities for the School of Governmental Accounting and the Annual Conference. These events include: Sporting and Exercise; Hospitality Suites; Emerging Leaders; Welcome Address speaker (Local Mayor or other Prominent Official), Color Guard, National Anthem singer, and Invocation Speaker (for the conference opening session), and to organize the annual conference Tuesday night event.

C. Chair and Co-chair Responsibilities

The chair is responsible for coordinating all major aspects of the committee including: establishing meeting times, chairing committee meetings, coordinating assignments, reporting activities and results to all committee members, presenting reports to the FGFOA president and Board of Directors.

The chair is responsible for reviewing and recommending changes to the committee's purpose, goals, and plan of action. Recommendations should be reviewed by the committee as a whole, and any changes forwarded to the Board of Directors for approval and inclusion in the next membership directory.

The chair shall attempt to attend all FGFOA Board meetings and is responsible for preparing and presenting a report of committee activities to the Board of Directors at each meeting. If the chair is unable to attend, arrangements should be made for the co-chair or the liaison to present the report at the Board meeting.

The chair is responsible to summarize all committee activities for the year and provide a written annual report that will be distributed to the membership at the annual conference business luncheon.

The chair shall meet with the incoming chair and president to communicate his/her experience and concerns to facilitate an orderly transition. This meeting should occur either before or during the annual conference. The chair is responsible for the budget and the activity calendar.

The co-chair fills in for the chairperson when needed, and performs other duties as requested by the chairperson.

D. Member Responsibilities

Committee members are responsible for assisting their chair and co-chair with organizing events at the SOGF and the Annual Conference.

E. Meetings and Attendance

The Committee shall hold various meetings throughout the year. The kickoff meeting should be held at the annual conference to discuss goals and objectives for the year. Other meetings should occur as necessary to assign tasks to committee members and to follow up on the progress of these assigned tasks. The use of conference calls, webinars and e-mail to conduct the business of the committee is strongly encouraged.

F. Terms

Members, chairs & co-chairs are appointed for a one-year term.

G. Membership Roster

A listing of each committee member including mailing address, telephone number, FAX number, E-mail address, will be compiled and distributed to all committee members.

H. Budget

An allocation is included in the annual budget for expenses associated with committee meetings. This allocation may be used for meals and other incidental expenses related to committee meetings. The committee will also develop an overall budget for the conference events and will present this to the board of directors for approval. The budget may be amended by board action during the year based upon attendance and actual events.

I. Changes to Purpose, Goals, and Action Plan

The goals, as recommended in the Board's strategic planning session, shall be conveyed to the committee at the kickoff meeting during the annual conference and may be revised during the year as determined by the Board and the president.

J. Event Host Committee Assignments:

The chair and co-chair shall assign tasks to each committee member in order to accomplish the events planned for the SOGF and the Annual Conference. The SOGF and Annual Conference Administrator shall execute any contracts necessary for each event.

School of Governmental Finance

- **Welcome Bags:**

The committee (in coordination with the SOGF Administrator) secures a vendor for the welcome bags and speaker gifts, as well as printing the bags and gifts with the conference logo.

- **Volunteers:**

The committee is responsible to secure volunteers from the local area, as well as scheduling volunteers for events and activities. Volunteers are needed to man the Nightly Hospitality Suite Events. Volunteers are also needed to pass out welcome bags to delegates on Sunday, Monday & Wednesday.

- **SOGF Events:**

4 Hospitality Suite Events which occur from Monday – Thursday. The committee is responsible to coordinate all activities, food, beverages, and volunteers to staff each event. A volunteer staff person will stay until closing to make sure the event is incident free.

Annual Conference

- **Welcome Bags:**

The committee (in coordination with the Administrator) secures a vendor for the welcome bags and speaker gifts.

- **Volunteers:**

The committee is responsible to secure volunteers from the local area, as well as scheduling volunteers for events and activities. Volunteers are needed to collect tickets at all events (Hospitality Suite, Tuesday Night Event and Business Luncheon). Volunteers are also needed to pass out the welcome bags on Saturday, Sunday and Monday.

- **Opening Session:**

The committee is responsible to secure and schedule the Session Color Guard, National Anthem singer, Invocation speaker, and the welcome address speaker (Local Mayor or other prominent official). The committee must provide the Conference Administrator with names and/or organizations for financial support for Color Guard, Singer, and Invocation approximately three weeks prior to the conference. If a specific amount is not requested, we typically issue a \$100 honorarium. Keynote speaker will be arranged by the Conference Administrator.

Annual Conference Events:

- **Hospitality Suite:**

Hospitality Suite events occur on Monday and Tuesday Night. The committee is responsible to coordinate all activities, food, beverages, and volunteers to staff each event. A volunteer staff person will stay until closing to make sure the event is incident free.

- **Emerging Leaders:**

Emerging Leaders Event occurs on Monday afternoon. The committee is responsible to coordinate all food, beverages and volunteers to staff the event.

- **Exercise & Sporting Events:**

The committee is responsible to organize and schedule Zumba, Jogging and other sporting events as allowed by the conference hotel.

- **Tuesday Night Event:**

The committee is responsible for planning and executing the Tuesday night event. This includes transportation, food, beverages, entertainment.

- **Conference Photographer:**

The committee is responsible to work with the conference administrator to hire a photographer to take pictures and videos throughout the conference to capture memories that can be shared via the conference app, social media, and the FGFOA Website. In addition to the photographer can take professional headshots as an added benefit of attending the conference.