



**International Association of
Administrative Professionals®**

The Alabama Division, Inc. of IAAP

ALABAMA DIVISION MEETING PLANNING GUIDELINES

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This document is intended as a guideline and may vary from meeting to meeting.

DIVISION MEETING

The Division Meeting is conducted by the Alabama Division President.

PURPOSE

1. To bring IAAP members together to discuss activities and direction of the association and profession.
2. To participate in educational activities and exchange information about Chapter and Division programs and projects which further the objectives of IAAP; i.e. to provide for personal and professional development of members and to increase membership retention and recruitment.
3. To provide additional opportunities for professional networking.
4. To share resources developed by IAAP Headquarters.
5. To conduct the business of the Alabama Division to include the election and installation of the Alabama Division Officers.

REGION HOSTING DIVISION MEETING

SCHEDULING

The hosting of the Division Meeting is rotated among the regions as specified in the Alabama Division Bylaws and Standing Rules. The Division Secretary maintains the rotation schedule of the Host Regions. Chapter Presidents in the host region will be notified approximately 2 years prior to hosting. A rotation schedule is available on the Alabama Division Website (iaapalabama.org) under Forms and Guidelines.

The Alabama Division Bylaws and Standing Rules specify that the Division Meeting shall be held in June of each year. In selecting a date, avoid scheduling during Memorial Day weekend and Father's Day weekend. Recommend holding early in the month to put as much time as possible between the Division Meeting and the International Convention.

Meeting Room Space Requirements are based on the agenda, but typically are as follows:

- Friday afternoon (classroom seating) – Seminar & APY Event
- Friday afternoon – APY Event – space for APY candidates and panelists to meet (conference room or private area)
- Saturday (classroom seating) – Business Session – make sure space is available for Ways & Means tables and Division Fundraisers
- Saturday (banquet seating) – Breakfast (optional), Recognition Luncheon and Awards Banquet
- Sunday (auditorium, classroom or banquet seating) – Breakfast (optional), Inspirational Message and Leadership Workshop

Site Visit

- a. Schedule a personal visit to the hotel(s) and/or conference centers you are considering. Invite the Division President and Board.
- b. Basic goal is to determine how well the objective of your meeting can be accomplished at the facility.
- c. Assess everything from the general condition to attitude of the personnel.

Contract should contain all items listed in Agreement and Contract Preparation. Contract should be reviewed and approved by Division Board and Division Meeting Coordinators and then should be reviewed by IAAP HQ Convention and Meetings Manager prior to signing. Contact Division President for contact information. Once approved, coordinators should contract with selected facility.

DIVISION BOARD AND DIVISION PRESIDENT

The Division Board is responsible for and in charge of all functions of the Division Meeting. The Division President, as chairman of the meeting, has final approval on all arrangements, plans, etc. for all aspects of the meeting.

1. Confirms the appointment of the Coordinator and Co-Coordinators. The Division President has the authority to re-appoint Coordinator/Co-Coordinators if she/he feels that they are not fulfilling their duties.
2. Ensures that the Division Meeting Coordinators have received the most current Planning Guidelines for the Meeting.
3. Approves the budget, including registration fee.
4. Approves all plans made by host unit, including registration materials and any advance mailings.
5. Prepares Division Meeting agenda.
6. Approves physical arrangements for general sessions, including head table (if applicable) and reserved seating. Provides names, titles, and seating for head table and reserved tables.
7. The Division President presides at the Business Session and should recognize all Special Guests (Association Dignitaries and International officers/personnel, Past Division Presidents, Int'l Reps, etc.).
8. Supplies logo and theme to be used as the Conference theme.

FINANCES

1. Host Region will receive a checking account with a \$1,000 balance approximately ten (10) months prior to the Division Meeting as designated in the Division Bylaws. If the checking account balance drops below \$500, a bank fee of \$6.00/month will be charged and these fees will be paid out of the Annual Meeting funds/profits.
2. The Division Meeting budget is prepared by the Host Region and submitted by the Division Meeting Coordinators to the Division Board for approval at the June Board Meeting one year prior to the Division Meeting (see Sample Budget).
3. Budget should include, but is not limited to:
 - a. Income
 - 1) Registration
 - Fee shall be set high enough to guarantee expenses and low enough to attract attendance. Registration fee shall be approved by the Division Board.
 - Late registration deadline should be set 2 weeks prior to the meeting and late registration fee should be at least \$50 higher than regular registration.
 - Student registration should be low enough to cover actual expenses.
 - Professional Merited Member registration may be reduced, but should cover actual expenses.
 - If budget allows, provide Past Division Presidents a reduced registration.
 - Registrations paid via credit card are deposited into the Alabama Division Main Account and must be transferred to the Division Meeting Account by the Division Treasurer.
 - Division Meeting Treasurer should obtain procedures for processing credit card transactions from the Alabama Division Treasurer.
 - 2) Seminar
 - Should be offered as part of full registration and as an optional event.
 - Open to members and non-members.
 - 3) Corporate contributions, donations of services, products, and appropriate gifts may be sought by Host Region to help defray expenses of the Division Meeting.
 - b. Expenses should include, but are not limited to:
 - Cost of Division Meeting meals (including tax, tip and gratuities), meeting rooms, equipment (audio visual and other), exhibit space/setup, etc.
 - Expenses for entertainment, receptions, refreshment breaks and meal functions for the meeting.
 - Cost of Continuing Education Units (CEU) provided to attendees. CEUs are required for the educational seminar.
 - Speakers' fees, honoraria and courtesy gifts for speakers whether IAAP members, Headquarters staff, or non-IAAP members.
 - Registration and 1 room lodging for Division Meeting Coordinators

- Meal/food expenses for Division Board members.
- Printing/copying costs for registration materials, program(s), and other materials used during the Division Meeting.
- Mailing expenses (postage, mailing labels, etc.).

c. Revenue/Loss

- 1) To guarantee a financially sound event, the budget must be realistic and based on a lower-than-anticipated attendance.
 - 2) Any revenue incurred from this Division Meeting will be divided equally among all participating Professional Chapters in the host region as stated in the Alabama Division Bylaws and Standing Rules. If Student Chapters participate, it will be up to the Meeting Coordinators to determine the amount the Student Chapters will receive.
 - 3) Any loss incurred from this Division Meeting is the responsibility of the host Region as stated in the Alabama Division Bylaws and Standing Rules.
4. An audit shall be made of the Division Meeting financial records by the Division Audit Committee. Financial files should be transferred to the Chairman of the Division Audit Committee within 30 days following the Division Meeting. The last bank statement should remain unopened.

Committee Responsibilities: Ensure that all income/expenditures are budgeted and approved. Items to look for are:

- Approved Alabama Division Meeting Voucher (including notation of category charged for expenditures) with copies of all receipts attached.
- Deposit slips for all revenue received (with notations of category deposited into).
- Verify that Bank Statements balance to checkbook.

The Committee should address any discrepancies in audit to Meeting Coordinators to allow time for clarification (suggest 2 weeks) before final written report is completed. After audit is completed, the Audit Committee Chairman shall forward the audit report to the Division President. Once accepted by the Division Board, the audit report should be sent to the Coordinators and Finance Chairman of the event and a copy forwarded to the upcoming coordinators for filing. Then funds may be disbursed as stated in the Alabama Division Bylaws and Standing Rules.

5. The Alabama Division has Tax ID#63-0754378. This Tax ID # is to be used only by the Alabama Division and its official functions.

MEETING COORDINATORS

1. Individual(s) to serve in this capacity are selected from each chapter in the region. It is important that the Division Meeting Coordinators remember the Division President is in charge of the Division Meeting and makes all final decisions. One of the selected individuals will be appointed by the Division Board to serve as the Coordinator and the other representatives will serve as Co-coordinators (all will be referred to as Coordinators in this document).
2. Responsibilities of the Division Meeting Coordinators:
 - a. Keeps Division President informed of Division Meeting planning through regular progress reports.
 - b. Serves as liaison between the Division President and Committee Meeting Chairmen.
 - c. Serves as liaison between Host Committee and the Conference facility (IAAP HQ Convention and Meetings Manager may be contacted for assistance if needed).
 - 1) Establishes Master Account with hotel/meeting facility and determines who is authorized to sign for charges.
 - 2) Arranges for block of rooms at hotel to be reserved for Division Meeting attendees.
 - 3) Arranges for all meeting room set-ups (see sample Meeting Space Guides).
 - 4) Meets with hotel after Division Meeting to complete history information.
 - 5) Forward Division Meeting history information to next host region.
 - d. Coordinates all meal functions and refreshment breaks held during the Division Meetings (may appoint a committee chairman for this function). No dessert should be ordered for the banquet on Saturday evening because of the reception immediately following.
 - e. Appoints committee chairmen.
 - f. Directs, correlates, and dispenses information to and from all committee chairmen.
 - g. Oversees speakers and entertainment (Seminar, Recognition Luncheon, Awards Banquet).
 - h. Coordinates preliminary information to be distributed 1 year prior to the Division Meeting. Materials should be approved by the Division Board (suggest using proposed agenda and any other materials about area to be visited).
 - i. Monitors and ensures that deadlines are met.
 - j. Approves all expense vouchers and co-signs all checks. Suggest designating one specific coordinator to handle finances.
 - k. Makes sure that the Finance Committee transfers files to Division Audit Committee within 30 days of meeting.
 - l. Ensures that Division Meeting files are passed on to next region within 60 days.
3. Division Meeting Registration is waived for Division Meeting Coordinators.

COMMITTEES

The following committees are recommended for planning and coordinating a Division Meeting. However a host region may establish other committees or combine committee responsibilities as it deems necessary and most workable.

ADMINISTRATIVE PROFESSIONAL OF THE YEAR (APY) EVENT (FRIDAY) – One Member should be appointed to serve on this committee and they will serve as a member of the Division APY Committee

1. Assists with the APY Event as requested by Division APY Committee Chair. (To obtain panelists, timekeeper, etc. if requested).
2. Ensures that an area for candidates/panelists is private and convenient to meeting area (coordinate with Arrangements Committee).

ARRANGEMENTS

This Committee works closely with the Division Meeting Coordinators. All requests by all committees for particular physical arrangements should be made through this Committee.

- a. Secures participants for Division Meeting opening ceremony as delegated by Division President through Coordinators, as follows:
 - 1) National Anthem
 - 2) Color Guard
 - 3) Representatives from hotel and/or conference center, City, County to offer welcomes
 - 4) Pledge of Allegiance – led by Division Vice President
- b. Purchases certificates and certificate jackets and prepares for Official Division Meeting Opening Participants as listed above, and also for speakers and entertainment. Division President will sign.
- c. Prepares head table tent cards. Obtains information from Division President through Division Meeting Coordinators for seating arrangements. Prepares tent cards for Delegates (Chapter Name), Alternates, Division Member at Large Representative and several Reserved signs.
- d. Arranges for individual to serve as Timekeeper. Individual should be seated in front of assembly at the business session and check timing of speakers.
- e. Arranges for individual(s) to serve as Doorkeeper and/or Sergeant at Arms for business session. Individual(s) should be seated in the rear of the assembly for the business session.
- f. Checks meeting room set-up and tests all audio visual equipment (including public address system) before each session to ensure that all physical arrangements, props and equipment are in place at least one-half hour before each event. Makes sure American Flag is properly placed to the right of the speaker or staging area. Other flags should be to the left.
- g. Verifies head table and reserved seating assignments with Division President and checks reserved areas to ensure that sufficient tables and chairs are provided.

- h. Places head table names and reservation signs at tables/chairs at least one-half hour prior to each event; rearranges signs as required when functions change between sessions.
- i. Ensures assembly and head tables are provided with water and glasses. Hard candy/mints adds a nice touch, but not required.
- j. Position two chairs for Chapter Presidents and Committee Chairs waiting to give oral reports.
- k. Places directional signs, if needed, at least one-half hour prior to event.
- l. Works with Ways and Means Committee to ensure tables are ordered and set up properly.
- m. Works with the Outgoing Division President's home chapter to organize the Outgoing Division President's Reception (see attached responsibilities).
- n. Secures IAAP banner(s) to be used for all events and makes sure it is in the correct place when needed.
- o. Makes sure that all anticipated expenses are included in budget.
- p. Performs other duties as directed by Division Meeting Coordinators.

AWARDS BANQUET (SATURDAY)

- 1. Secures Entertainment (if budget allows).
- 2. Introduces Entertainment.
- 3. Responsible for special Decorations (if any).
- 4. Assists Incoming and Outgoing Division Presidents in distributing special items (if any).
- 5. Prepares banquet program (including Code of Ethics on front or back of program).
- 6. Purchases gift for entertainment (if not paid for services).
- 7. Makes sure that all anticipated expenses are included in budget.

DOOR PRIZES (FRIDAY)

- 1. Solicits items to be given away at the seminar on Friday afternoon.
- 2. Determines method of giving them away (tickets, write name on paper, names printed from registration list, etc.)
- 3. Recruits volunteers to help draw names/tickets and deliver door prizes to winners.
- 4. Makes sure that all anticipated expenses are included in budget.

EVENING OF WELCOME/OPEN HOUSE (OPTIONAL)

The function of this committee is to plan and coordinate the welcome evening. All planning and arrangements for this event should be coordinated through the Arrangements Committee and are subject to the approval of the Division Meeting Coordinator and Division Board. Consult Division President to see if they have any special event in mind.

- a. Coordinates with entertainment (if any) and Arrangements Committee any needed equipment, props, food/beverage service, etc.

- b. Provides information on Evening of Welcome/Open House for inclusion in Registration materials.
- c. Introduces entertainment.
- d. Purchases gift(s) for entertainment if not paid for services.
- e. Makes sure that all anticipated expenses are included in budget.

FINANCE

This Committee serves as Treasurer for the Division Meeting and works closely with the Division Meeting Coordinators.

- a. Works with Division Meeting Coordinators to prepare budget for approval of Division Board to be approved 1 year prior to meeting.
- b. Receives and deposits all monies (Registration, Ways & Means, Donations) and maintains record of income using Division Deposit of Funds Receipt.
- c. Writes checks for all expenditures approved by the Division Meeting Coordinators and receipt of Division Meeting Voucher and supporting receipts. Obtains proper signatures on voucher and check.
- d. Coordinates with Division Treasurer to open and close Division Seasonal Credit Card account.
- e. Processes credit card billing with registration forms forwarded by Registration Committee.
- f. Coordinates solicitation of donations from local corporations, suppliers, etc. (OPTIONAL)
 - 1) Prepare letter for mailing to prospective donors. Division Board and Division Meeting Coordinators must approve the letter.
 - 2) Document all donations and corporate contributions and provide list of donors and corporate contributors for acknowledgment either in printed program or by Division President during Division Meeting.
 - 3) Immediately upon receipt, deposits all donations received.
 - 4) Following Division Meeting, prepare letter of appreciation to each donor and corporate contributor, with copies to Division Meeting Coordinators.
- h. Provides final Income/Expense Statement (actual versus budget) and backup documentation to Division Audit Committee within thirty (30) days of the Division Meeting.
- i. After completion of Division Meeting, when preparing for audit, Division Meeting Treasurer should “black out” any credit card numbers on registration sheets before passing records to Auditors.
- j. Verify Division Meeting account title is correct, especially if ordering more checks is required. Also, coordinate with Division Treasurer to ensure correct name and meeting address for the Meeting Treasurer is on file with the banking institution..

HOSTESSES/PAGES

Hostesses may be needed to direct traffic from main lobby to registration area and meeting rooms. Arranges for individuals to serve as pages for general sessions. Hostesses/Pages are needed to relay messages, as needed, and to direct traffic in the assembly room. Makes sure that all anticipated expenses are included in budget. The number required will depend upon the size of the assembly. They should:

- 1) Be easily identifiable.
- 2) Distribute handouts if needed.
- 3) Be familiar with the Conference facility and the location of all restroom and meeting rooms used for Division Meeting activities.
- 4) Know the individuals seated at the head table and those in special seating areas.
- 5) Be knowledgeable about seating arrangements of the Division Meeting assembly and the entire Division Meeting program.
- 6) Assistance may be requested to help in registration area on Friday/Saturday.

INCOMING/OUTGOING DIVISION BOARD RECEPTION (PRIOR TO BANQUET)

1. Ensures that the Reception Food (typically punch and light snack like nuts or trail mix or hors d'oeuvres) has been ordered.
2. Makes sure that room is set up properly to accommodate a reception and receiving line for approximately 10 people.
3. Makes sure that all anticipated expenses are included in budget.

INSPIRATIONAL MESSAGE (SUNDAY)

1. Coordinate with Division President to see if they desire a specific speaker or if a speaker is needed.
2. Secures Speaker.
3. Introduces Speaker.
4. Purchases gift for speaker.
5. Makes sure that all anticipated expenses are included in budget.

INVITATIONS (Registration Brochure)

Responsible for preparing and mailing the Division Meeting invitation. (Sample attached at back of guidelines).

- a. Makes sure that all anticipated expenses are included in budget.
- b. Prepares invitation materials for review and approval by Division Meeting Coordinator and Division Board.
- c. Secures bids on printing and arranges for printing of invitation information.
- d. Orders mailing labels from Headquarters with Division President's approval. Form for Confidentiality Guidelines/Agreement for Member Information-List Rentals is

available from Headquarters (requires Division President's signature). Labels should be ordered approximately one month before mailing date. Invitations should also be mailed to new members joining after printing of list and prior to meeting date.

- e. Submits preliminary information and final invitation to Division Website Director for posting as soon as possible.
- f. Mails invitation materials with complete information on Division Meeting sixty (60) days before Division Meeting to all members in the Division.
 - 1) First-class postage should be used for mailing.
 - 2) If bulk rate mail is used, allow additional thirty (30) days mailing time.

Invitation materials should include:

- 1) Dates of Division Meeting.
- 2) Registration and optional event fees.
- 3) Registration deadline and refund policy.
- 4) Conference Facility and/or Hotel information, including:
 - a) Name, location, and telephone number of facility.
 - b) Room rates and reservation options and deadlines.
 - c) Driving directions and map to hotel and/or conference center.
- 5) Division Meeting agenda (Division President will prepare).
- 6) Seminar information, including CEUs to be awarded and recertification points earned, if approved. If not approved, list as Pending.
- 7) Attendee Information Required
 - a) Name, address, telephone number, facsimile number, e-mail, and employer
 - b) Chapter/Division affiliation
 - c) IAAP member number or Social Security number for non-members (for CEU processing)
 - d) Credentials: CPS/CAP holder; Delegate/Alternate; Chapter, Division, or International Officer, Trustee, Division Meeting First-Timer; or other
- 8) Name, address, telephone number, facsimile, e-mail of Division Meeting Coordinator or who to contact with questions.
- 9) Method of payment. Include fax number for credit card transactions.
- 10) Information regarding accessibility for the disabled or dietary restrictions.
- 11) Notation regarding room temperature and dressing accordingly.
- 12) Check-off boxes for any other information required.

PARTICIPANT BAGS OR GIFTS

- 1. Obtains bags and items to include in bags for all attendees. Be sure to contact:
 - a. Avery Dennison – Dedicated IAAP “800” Request Line – 800-556-0786, Option 2 (sample packs)

2. Bags should be placed in chairs or passed out on Saturday morning prior to the business session.
3. Makes sure that all anticipated expenses are included in budget.
4. Following Division Meeting, prepare letter of appreciation to each donor with copies to Division Meeting Coordinators.

PHOTOGRAPHER(S)

1. Person(s) designated to take photographs of all events on Friday, Saturday and Sunday.
2. Ensures that the Outgoing and Incoming Division Presidents receive photographs (on CD) of all photographs taken during the weekend.

PROGRAM BOOKS

Assembles Official Program Book by either creating a booklet, using 3-ring binders or other means as approved by the Division Board. Makes sure that all anticipated expenses are included in budget.

The Program Book should include the following information in this order:

- Agenda (provided by Division President)
- Letters of Welcome (provided by Publicity Committee)
 - IAAP (International President, Southeast District Director, etc.)
 - City Mayor, County Officials, Governor, etc. (optional)
- Division Meeting Rules
- List of Division Officers
- List of Division Committee Chairs/Directors and Members
- List of Chapter Presidents
- List of Student Chapter Advisors
- List of Meeting Coordinators, Committee Chairs and Members
- Special Designation Explanation (First Timer-star, Division Officer-blue ribbon; Hostess-red ribbon, etc.) – may be added to another page if space permits.
- Division Meeting Awards
- Certified Division Members*
- Prepares Division Meeting Evaluation (entire weekend) to be inserted into Program Book.

REPORTS:

- Division Officer Reports*
- Division Committee Chairs/Directors Reports*
- Professional Chapter Reports*
- Student Chapter Reports*

- * Items will be requested by the Division Secretary and e-mailed to Committee Chairman or other designee.

PUBLICITY (OPTIONAL)

- a. Prepares and submits news releases to local media subject to review and approval by the Division Meeting Coordinators and Division Board.
- b. Prepares media kits for local media to include:
 - 1) General news release concerning Division Meeting
 - 2) Public Service Announcements
 - 3) Short biographies on speakers and VIP's in attendance
- c. Arranges on-site interviews by media, if possible, with Division President, other International representatives, speakers and/or Division Meeting Coordinators.

RECOGNITION LUNCHEON (SATURDAY)

Certification Chair is responsible for all of this. Just have one person coordinate with her.

- 1. Secures Speaker.
- 2. Introduces Speaker.
- 3. Responsible for special Decorations (if any).
- 4. Prepares luncheon program, listing those being recognized for certification.
- 5. Purchases gift for speaker.
- 6. Makes sure that all anticipated expenses are included in budget.

REGISTRATION

This Committee is responsible for all aspects relating to Division Meeting registration as well as tabulating the Registration Report.

- a. Prepares registration packets, to include:
 - 1) Attendee name badge (including special designations as needed i.e. Division Officer, Delegate, Alternate, First Timer, Hostess, Coordinator, etc.)
 - 2) Tickets for special events, if needed. (i.e. meals, seminars, optional events, etc.)
- b. Processes registration forms as received and tracks credentials (CPS/CAP holder; Delegate/Alternate; Chapter, Division, or International officer; Trustee, Division Meeting First-Timer, or other).
- c. Forwards registration fees received to Finance Committee Chair for deposit weekly using Division Deposit of Funds receipt.
- d. Forwards registration forms to Finance Committee Chair for credit card invoicing.
- e. Confirms receipt of registration and receipt of payment (specifying amount, payment method and received from) for attendees via e-mail.
- f. Ensures that Division Secretary receives registration information for all Delegates, Alternate Delegates and Division Members at Large (DMAL) at least one week prior to Division Meeting so they can verify credentials.

- g. Send weekly registration reports to Division Board members and Meeting Coordinators beginning one month prior to meeting.
- h. Staffs registration area during Division Meeting. Distributes Nametags and the Division Meeting Program Book.
- i. Prepares and presents official Division Meeting Registration Report during business session. Numbers should be reflective of all attendees:
 - International Officers
 - International Trustees/Committee Members
 - Division Officers
 - Delegates
 - Alternate Delegates
 - Members
 - Total Registration of Members (above numbers should add up to total number – i.e. Delegate is not a member also)
 - Division Meeting First Timers
 - Seminar Only Attendees
 - Guests
- j. Follows up on collecting unpaid/late registration fees.
- k. Makes sure that all anticipated expenses are included in budget.

SEMINAR

The function of this committee is to plan, promote and coordinate the 3-hour educational seminar which takes place on Friday afternoon.

- a. Recommends topic(s) and speaker(s) for approval by Coordinators.
- b. Secures speaker.
- c. Provides seminar topic, speaker bio and speaker photo (if available) to Invitation Committee for inclusion in Invitation materials.
- d. Obtains approval from Headquarters for CEU and recertification points to be awarded and prepares certificates, etc.
- e. Coordinates with speaker(s) and Arrangements Committee required flip charts, audio visual equipment, handouts, etc.
- f. Provides IAAP Seminar evaluation form for participants to complete.
- g. If speaker is a volunteer, determine honorarium amount or gift to be presented. If gift is to be presented, purchase gift for speaker.
- h. Prepares certificate of appreciation to present to speaker with check or gift. Division President will sign certificate.
- i. Ensures that CEU attendance report, participant list, CEU recording fees (obtained from Division Meeting Treasurer) and summary of evaluations are submitted to HQ within the appropriate timeframe after the Division Conference (typically 10 days).

- j. Makes sure that all anticipated expenses are included in budget.

WAYS AND MEANS TABLES (SATURDAY) - may be Finance Chair, but could be someone else.

1. Updates Ways and Means Reservation form and sends to Division Website Director for posting.
2. Accepts applications and money for Ways & Means tables.
3. Cost of Ways and Means Tables should cover actual expenses. If the facility does not charge for the additional tables, charge \$10/table.
4. Coordinates with Arrangements Committee to ensure that the appropriate number of tables are set up on Saturday morning and assists with any needs.
5. Makes sure tables are ordered for Division fundraisers (Awesome Auction x3-4, Research & Education, RTF, Division Scholarship, etc.).
6. All tables should have 2 chairs and a tablecloth (no skirts are needed).
7. Gives Finance Committee Chairman money collected and detail of income for deposit using Deposit of Funds receipt.
8. Makes sure that all anticipated expenses are included in budget.

BUSINESS SESSIONS

1. Business sessions are chaired by the Division President.
2. Recommended items below may be included in the business sessions. The order of the general session is at the discretion of the Division President:

FRIDAY EVENTS

<u>Function</u>	<u>Given By</u>	<u>Responsible for Asking</u>
Past Division Presidents Luncheon with Division Board		Division Vice President
Seminar (including refreshment break)	Host Region Selects Speaker and Topic	Host Region
Administrative Professional of the Year Event	APY Committee	APY Chairman
Evening Of Welcome/Open House (Optional)		Evening Of Welcome/Open House Committee

SATURDAY EVENTS

<u>Function</u>	<u>Given By</u>	<u>Responsible for Asking</u>
Division Member at Large Meeting to elect Delegate/Alternate	Division Parliamentary Advisor	
Delegate/Alternate Briefing	Division Parliamentary Advisor	
Marching music for entrance of Head Table at Business Meeting (optional)		Division President
Call to order	Division President	
Inspiration	Chapter President or Coordinator within Host Region	Host Region
National Anthem	Introduced by Division Vice President	Host Region selects Singer
Presentation by Color Guard	Introduced by Division Vice President	Host Region selects Guard
Pledge of Allegiance	Led by Division Vice President	
Introductions and Welcomes		
<ul style="list-style-type: none"> • Head Table Introductions 	Division President	
<ul style="list-style-type: none"> • Division Meeting Coordinator(s) 	Division President	
<ul style="list-style-type: none"> • Special Guests (Association Dignitaries) 	Division President	

and International officers/personnel, Past Division Presidents, Int'l Reps, etc.)		
Official Welcomes	Division Vice President Introduces	
<ul style="list-style-type: none"> • Host Region Chapter President(s) 	Division Vice President Introduces	Host Region
<ul style="list-style-type: none"> • Meeting Facility Rep. 	Division Vice President Introduces	Host Region
<ul style="list-style-type: none"> • State Representative (optional) 	Division Vice President Introduces	Host Region
<ul style="list-style-type: none"> • County Representative (optional) 	Division Vice President Introduces	Host Region
<ul style="list-style-type: none"> • City Representative 	Division Vice President Introduces	Host Region
Response to Welcomes	Division President-Elect	
Announcements	Division Meeting Coordinators	Host Region
Sergeant-at-Arms & Doorkeeper		Host Region
Timekeeper		Host Region
Roll Call, Adoption of Annual Meeting Rules and Agenda, Approval of Annual Meeting Minutes, Reading of Correspondence	Division Secretary	
Report of Registration	Registration Chair	
Introduction of Speakers	Coordinators or Committee Chair	
Invocation for Recognition Luncheon	Chapter President or Coordinator within Host Region	Host Region
Reports	As directed by Division President	
Appointment of Tellers Committee	Division President	
Invitation for next Division PESC	PESC Coordinator	Division PE
Invitation for next Division Meeting	Next Host Region Coordinators	Division PE
Marching music for entrance of Head Table at Banquet (optional)		Division President
Invocation for Awards Banquet	Chapter President or Coordinator within Host Region	Host Region
Omega Chapter Ceremony (if	Representative from	Division President

needed)	Member's Chapter	
Awards	Division President	
Official Adjournment	Incoming Division President	

SUNDAY EVENTS

<u>Function</u>	<u>Given By</u>	<u>Responsible for Asking</u>
Inspirational Message	Selected by Host Region	Inspirational Message Committee
Incoming Leadership Workshop	Division President-Elect (Incoming Division President)	Division President-Elect (Incoming Division President)

3. Head Table Seating

- a. Head Table seating is determined by special arrangements of the meeting and by rank of participating individuals (all seating instructions are as you face the audience).
 - 1) The Division President, as chairman of the meeting, should be seated to the right of the center lectern.
 - 2) The Division Meeting Coordinator should be seated to the far left of the lectern. When there is a Coordinator and a Co-Coordinator, one should be seated to the far left and the other to the far right.
 - 3) The top-ranking guest speaker should be seated to the right of the Division President.
 - 4) International or Division and/or Chapter officers present should be seated alternately left and right according to rank.
- b. Government or civic officials present should be given preferential seating before Division and/or Chapter Officers.
- c. When seating at the Head Table varies during the day, individuals should be informed when to come to the Head Table and where they will be seated. It is courteous to appoint hostesses to escort people who have to move to and from the Head Table.
- d. Guests present for a short period (clergy, welcomes, speakers) should be informed in advance that they may leave, and they should be advised prior to the start of the meeting of what their cue will be. The cue must always be tactful and express appreciation and is given by the Division President.

TIMELINE (May vary by Meeting and is at the discretion of the Division President)

<u>Timeframe</u>	<u>Activity</u>	<u>Responsible</u>
Ongoing	Provide updates to Division President	Division Meeting Coordinators
2 years before	<ul style="list-style-type: none"> •Notify Chapter Presidents in Region that they are coordinating upcoming meeting. •Ask for selections from each chapter in region for Coordinator 	Division President-Elect (PE)
20-22 months before (Division Fall Board Meeting)	Confirm Chapter Coordinators	Division PE
14-16 months before (Division Spring Board Meeting)	<ul style="list-style-type: none"> •Prepare Update to the Division Board on all activities •Provide preliminary facility contracts to Division Board for review – once approved sign contract •Provide list of committee chairmen to Division Board 	Division Meeting Coordinators
13 months before	Hold Committee Meetings, identify duties delegated by Coordinator to committee chairmen	Division Meeting Coordinators
12 months before (Division Meeting)	<ul style="list-style-type: none"> •Extend invitation at Division Meeting •Begin preliminary planning and fundraising •Present Division Meeting Budget to Division Board 	Division Meeting Coordinators
	Solicit committee volunteers	Committee Chairmen
10 months before	Transfer Division Meeting Account to new Treasurer and make sure there are 2 signatures required for all checks.	Division Meeting Coordinators/ Finance Chairman
8-10 months before (PESC)	Extend invitation to attend Division Meeting (providing as much information as possible)	Division Meeting Coordinators
6 months before	Send preliminary information concerning Division Meeting to Division Board, Chapter Presidents and MALs.	Publicity Committee
	Determine Program Book setup and purchase or request donation of binders, printing, etc.	Program Book Chairman
5 months before	Confirm speakers and obtain bios, etc. for Division Meeting program and introductions	Seminar Chairman; Luncheon Chairman; Banquet Chairman
	Request CEUs and Recertification Points from HQ	Seminar Chairman
4 months before	<ul style="list-style-type: none"> •Provide draft of registration summary (proposed agenda, meeting location information, hotel reservation info, etc.) to Division President for approval. •Once approved, submit to Division Website Director for posting. 	Invitation Committee
3-4 months before (Division Winter Board Meeting)	Meeting with Coordinators and Division Board to tour hotel and/or conference facilities. Division President will select possible dates.	Division President
3 months before	<ul style="list-style-type: none"> •Obtain mailing labels from Headquarters for all IAAP members in Alabama (Division President must sign official request form). •Finalize registration materials and arrange for printing 	Invitation Committee

	Update Ways and Means Reservation form and submit to Division Website Director for posting	Ways and Means Committee
2 months before	<ul style="list-style-type: none"> • Mail registration information to all members in Division • Submit final invitation to Division Website Director for posting 	Invitation Committee
	Provide final meeting room set ups, requests for equipment and props, and other pertinent details concerning Division Meeting to facility.	Administration Committee
1 month before	Arrange for printing of Program Book	Program Book Committee
	Mail registration information to all new Division Members who joined after printing of membership list from HQ.	Invitation Committee
	Coordinate with Division Treasurer to Open Credit Card Account	Finance Committee
	Send letters to Division Meeting speakers, entertainers, and VIPs concerning the Division Meeting (i.e. location, dates/times and other information to facilitate their arrival and departure)	Individual Committee Chairs
	Extends invitation to attend Division Leadership Workshop (scheduled for Sunday morning) to Incoming Chapter Presidents and Incoming Division Committee Chairs and Board Members	Division President-Elect (Incoming Division President)
2 weeks before	Prepare registration packets for attendees	Registration Committee
	Prepare participant bags for attendees	Participant Bag Committee
	Review all meeting arrangements with Facility Coordinator and make adjustments as necessary.	Division Meeting Coordinators
	Finalize Division Meeting Detailed Agenda	Division President
1 week before	Confirm attendance with facility for food guarantee	Division Meeting Coordinators
10 days after	<ul style="list-style-type: none"> • Ensure CEU Reports are submitted to HQ • Provide seminar speakers with evaluation summary 	Seminar Committee
2 weeks after	Provide copies of Division Meeting evaluation forms to Division Board and presenters, as appropriate	Division Meeting Coordinators
1 month after	Coordinate with Division Treasurer to Close Credit Card Account (sooner if possible)	Finance Committee
	Submit recommended changes to Division Meeting Guidelines to Division Secretary	Division Meeting Coordinators
6 weeks after	Transfer Financial Records to Division Audit Committee	Finance Committee
2 months after	Pass Division Meeting paper and electronic files to next region (sooner if possible)	Division Meeting Coordinators
	<ul style="list-style-type: none"> • Submit audited financial statement to Division Board • Disburses profit to Chapters in Region • Transfer checking account to next region 	Finance Committee

- c) Allow sufficient room for lectern, A/V equipment, etc.)
 - d) Additional space needed for APY candidates/judges to meet and tally scores. Should be in close proximity, but private and quiet (a conference room will work great).
- 2) Evening of Welcome (OPTIONAL) - Friday
- a) Rounds of eight (8) or cocktail seating
 - b) Allow sufficient room for entertainment, bar, etc.
- 3) Breakfast – Saturday
- a) Rounds of eight (8) or ten (10)
 - b) No microphone needed
- 4) General Session - Saturday
- a) Classroom seating
 - b) Head table (on 18-24-inch riser) for up to 12 people
 - c) Center lectern with lighted microphone
 - d) Stand alone microphone on floor to right of lectern
 - e) American Flag to right of the speaker or staging area.
 - f) Allow sufficient room for head table
 - g) Allow sufficient room for Ways and Means Tables
 - h) Allow sufficient room for Division Fundraiser Tables
- 5) Recognition Luncheon - Saturday
- a) Rounds of eight (8) or ten (10)
 - b) Center lectern
- 6) Awards Banquet - Saturday
- a) Rounds of eight (8) or ten (10)
 - b) Head table (on 18-24-inch riser) for up to 12 people
 - c) Center lectern with lighted microphone
 - d) Allow sufficient room for head table, entertainment, etc.
- 7) Breakfast, Inspirational Message, Leadership Workshop – Sunday
- a) Setup is flexible
 - b) Podium (no microphone needed)

Outgoing Division President's Reception

The Outgoing Division President's Reception is coordinated/handled by the Outgoing Division President's home chapter. The home chapter is responsible for all costs involved in sponsoring the reception. The Division Meeting hosts are only responsible for reserving the room. It is recommended that the home chapter form a committee to coordinate this event and place one person in charge of the event that will be in attendance at the Division Meeting.

This event will be held on Saturday evening of the Division Meeting after the Awards Banquet, approximately 10-10:30 pm.

Committee should:

- Work with Arrangements Committee for the Division Meeting.
- Based on conversation with host member mentioned above, may need to contact the host location hotel/conference center to see what can be brought in and what has to be purchased from them. Many facilities will allow you to bring in cake, but nothing else.
- Make sure room setup is adequate.
- Responsible for ALL decorations.
- Provide servers for the reception.

Items Needed:

- cake
- nuts and/or mints
- punch
- paper goods (plates, cups, napkins, forks)
- serving pieces (for cake, punch, nuts and/or mints)
- tablecloths (unless arranged to be provided by facility)
- special decorations for the tables and general area (optional)

The home chapter may elect to do more (finger foods, fruit, veggies, cheese/crackers, etc.), but take into consideration that the banquet has just ended and everyone is not going to be hungry enough to eat lots of snacks.

Recognition/Acknowledgement from Chapter

If the Chapter has a special presentation that they would like to make to the Outgoing Division President, the Chapter President should make it at the Awards Banquet and will need to coordinate the presentation with the Division Meeting Coordinator.

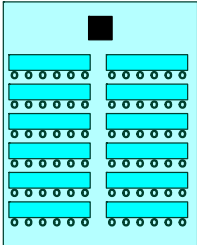
**International Association of Administrative Professionals
 INFORMATION REQUIRED FOR AGREEMENT & CONTRACT PREPARATION**

CONTACT:		
TELEPHONE:		
FAX:		
EMAIL:		
INFO REQUIRED FOR AGREEMENT AND CONTRACT PREPARATION		
HOTEL	FACILITY AGREES	FACILITY ALTERNATIVE OR INFORMATION REQUESTED
State check-in and out times		
Individual reservations can be canceled without charge up to 5pm on the scheduled arrival date		
Flat rate (1-4 people) to apply for all nights of guests stay		
% tax on sleeping rooms		
14 day cutoff for room block - Group rates to be available after the cutoff date if hotel has any rooms to sell		
Reduction of meeting room rental based on sleeping rooms booked (if applicable)		
Penalty for not filling room block		
CONFERENCE FACILITY		
Provide the proposed function space outline. PROVIDE SPECIFIC MEETING ROOM NAMES and FLOOR PLANS		
Meeting rooms will be guaranteed in contract and cannot be changed without prior approval from IAAP		
Food and beverage guarantee given 48 hours in advance with a 5% overset		
Cost of meeting room rental		
Extra charge for additional tables (2 chairs and tablecloth) for Ways & Means		
American Flag available for Conference		
Meeting room should have ice water available and refilled during breaks		
HOTEL AND CONFERENCE FACILITY		
Request for Conference dates – possible dates in June (# in block needed) - Name for room block: IAAP		
No other group of a similar nature in hotel over meeting dates		
Facilities will notify IAAP of any remodeling within 180 days		

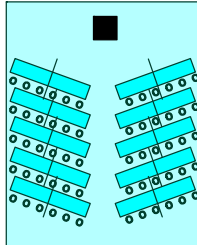
Meeting Space Guides:

Schoolroom (or classroom)

- 30-36" of table space per person
- 2 people per 6-ft. table
- 3 people per 8-ft. table
- 15-17 sq. ft. per person



Classroom



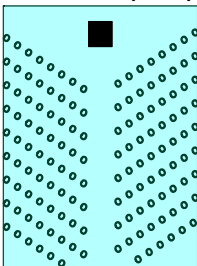
*Herringbone
Classroom*

Theater style with no audio/visual

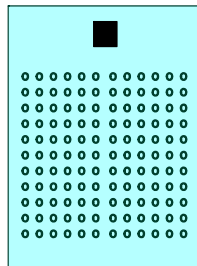
- 7-8 sq. ft. per person

Theater style with audio visual

- 10 sq. ft. per person



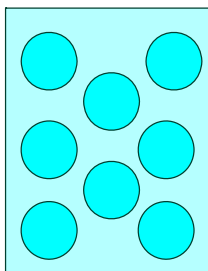
*Theater -
Chevron*



Theater

Banquet

- 11 sq. ft. per person w/out head table
- 12 sq. ft. per person w/head table
- Rounds - 60" seats 8 people
- 72" seats 10 people



Banquet

Stand-up Reception

- 5-7 sq. ft. per person

SAMPLE Alabama Division Meeting Proposed Budget SAMPLE

	Attendees						
INCOME:	40 total	45 total	50 total	55 total	60 total	65 total	70 total
\$150 for Professional members	10	15	20	25	30	35	40
	\$ 1,500.00	\$ 2,250.00	\$ 3,000.00	\$ 3,750.00	\$ 4,500.00	\$ 5,250.00	\$ 6,000.00
\$100 for Students/Professional Merited Mem.	10						
	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
\$50 for Seminar-only attendees	10						
	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
Comp Registrations (7 board members, 3 coordinators)	10						
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Banquet Only Attendees (\$35/each)	10						
	\$ 350.00	\$ 350.00	\$ 350.00	\$ 350.00	\$ 350.00	\$ 350.00	\$ 350.00
Late Registration (extra \$25)	10						
	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00
TOTAL INCOME	\$ 3,600.00	\$ 4,350.00	\$ 5,100.00	\$ 5,850.00	\$ 6,600.00	\$ 7,350.00	\$ 8,100.00

HOTEL EXPENSES:

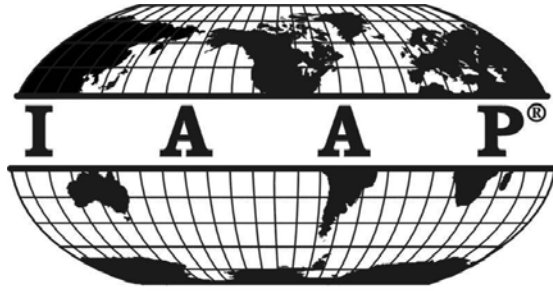
Room charge (1 room on Friday)	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00
Room charge (2 rooms on Saturday)	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00
Room charge (1 room on Sunday)	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00
Friday afternoon break \$5/each	\$ 200.00	\$ 225.00	\$ 250.00	\$ 275.00	\$ 300.00	\$ 325.00	\$ 350.00
Saturday Morning Breakfast \$0/each	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Saturday Lunch \$15/each	\$ 600.00	\$ 675.00	\$ 750.00	\$ 825.00	\$ 900.00	\$ 975.00	\$ 1,050.00
Saturday Awards Banquet \$20/each	\$ 800.00	\$ 900.00	\$ 1,000.00	\$ 1,100.00	\$ 1,200.00	\$ 1,300.00	\$ 1,400.00
Saturday Awards Banquet Only Attendees (x10) \$20/each	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00
Sunday Morning Breakfast \$0/each	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 2,200.00	\$ 2,400.00	\$ 2,600.00	\$ 2,800.00	\$ 3,000.00	\$ 3,200.00	\$ 3,400.00
18% service charge	\$ 396.00	\$ 432.00	\$ 468.00	\$ 504.00	\$ 540.00	\$ 576.00	\$ 612.00
Subtotal	\$ 2,596.00	\$ 2,832.00	\$ 3,068.00	\$ 3,304.00	\$ 3,540.00	\$ 3,776.00	\$ 4,012.00
10% tax	\$ 259.60	\$ 283.20	\$ 306.80	\$ 330.40	\$ 354.00	\$ 377.60	\$ 401.20
Total hotel expenses	\$ 2,855.60	\$ 3,115.20	\$ 3,374.80	\$ 3,634.40	\$ 3,894.00	\$ 4,153.60	\$ 4,413.20

OTHER EXPENSES:

Seminar Speaker Fee	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00
Seminar Speaker Hotel Room	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
CEU Processing Fee	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00
CEU Filing Fee \$2.50/each	\$ 100.00	\$ 112.50	\$ 125.00	\$ 137.50	\$ 150.00	\$ 162.50	\$ 175.00
Honor Guard Appreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Luncheon Speaker Gift	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00
Luncheon Table Decorations	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00
Awards Banquet Decorations	\$ 15.00	\$ 15.00	\$ 15.00	\$ 15.00	\$ 15.00	\$ 15.00	\$ 15.00
Mailing Labels from HQ	\$ 17.00	\$ 17.00	\$ 17.00	\$ 17.00	\$ 17.00	\$ 17.00	\$ 17.00
Postage to mail invitations 550 members	\$ 203.50	\$ 203.50	\$ 203.50	\$ 203.50	\$ 203.50	\$ 203.50	\$ 203.50
Notebooks/printing \$2/each	\$ 80.00	\$ 90.00	\$ 100.00	\$ 110.00	\$ 120.00	\$ 130.00	\$ 140.00
Certificates of Appreciation and Jackets	\$ 20.00	\$ 20.00	\$ 20.00	\$ 20.00	\$ 20.00	\$ 20.00	\$ 20.00
Total Other Expenses	\$ 700.50	\$ 723.00	\$ 745.50	\$ 768.00	\$ 790.50	\$ 813.00	\$ 835.50

TOTAL INCOME	\$ 3,600.00	\$ 4,350.00	\$ 5,100.00	\$ 5,850.00	\$ 6,600.00	\$ 7,350.00	\$ 8,100.00
TOTAL EXPENSES	\$ 3,556.10	\$ 3,838.20	\$ 4,120.30	\$ 4,402.40	\$ 4,684.50	\$ 4,966.60	\$ 5,248.70
Expected Profit	\$ 43.90	\$ 511.80	\$ 979.70	\$ 1,447.60	\$ 1,915.50	\$ 2,383.40	\$ 2,851.30

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SAMPLE



**International Association of
Administrative Professionals®**

ALABAMA DIVISION MEETING VOUCHER

Date: _____

Payable to: _____

Amount: \$ _____

Justification: _____

Budgeted: Yes No

Disbursement requested by: _____
(Name and Title)

Disbursement approved by: _____
(Name and Title)

.....

Payment Date: _____ Check No.: _____ Approved: _____

Alabama Division Annual Meeting Deposit of Funds Receipt



Deposit Ticket

Activity: _____

Received from: _____
(Printed)

Signature: _____

Date: _____

Received by: _____
(Printed)

Signature: _____

Date: _____

Cash \$ _____

Checks # _____

(list separately) # _____

Total \$ _____

NOTES:



The Alabama Division, Inc. of IAAP
Alabama Division Meeting
Tax ID#63-0754378
www.iaap.net/alabama

Include Contact Information Here
Address
Phone
E-mail