

## **310 MARITIMES REGION CONVENTION GUIDELINES**

### **ARTICLE I**

#### **PURPOSE AND OBJECTIVES**

To provide an increased opportunity for member participation in recommending policy and guidance for the administration of the Region.

To strengthen relations between International, Area, Region, Districts, Clubs, and Members.

To increase member awareness and understanding of the Y's Men's movement.

To Build Strong Fellowship.

To Conduct the business of the Region.

To recognize outstanding contributions to the Y's Men's movement, throughout the Region by individuals and / or groups.

### **ARTICLE 2**

#### **ACCOUNTABILITIES**

The Regional Director has the total accountability to the Region for the overall success of the Convention.

The host club is accountable for providing the most economical methods of conducting the Convention.

The final accountability for the cost of the Conventions rests with the Region. It is held accountable for any deficit and will receive any surplus.

Any surplus will be deposited with the Region and will be managed by the Region. It shall be deposited in the separate Regional Convention Trust Account.

### **ARTICLE 3**

#### **CONVENTION BUDGET**

Budget must be presented to the "Regional Convention

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Budget Committee" nine (9) months prior to Convention for approval (Fall Council Meeting).

Budget must include all Convention costs, including costs of hosting guests.

Budget must show all expenses as well as expected revenues.

Budget must show grants, if any, expected.

A deficit Convention budget will not be acceptable.

## **ARTICLE 4**

### **REGIONAL DIRECTOR RESPONSIBILITIES**

Selecting a Regional Convention Budget Committee prior to Fall Council Meeting. This Committee is to consist of three (3) Past Regional Directors, the immediate past Regional Convention Chairman and the upcoming Convention Chairman.

Monitor Convention Budget expenditures.

Select topics and identify resource persons for forums, seminars or sessions, etc.. to be conducted at convention.

Select and send invitations to all convention guests.

Select and approve all convention speakers.

Arrange training sessions.

Select specific annual award winners and determine manner of announcing winners.

Meet with Convention Committee Chairman to discuss progress.

Chair all Business/Council Meetings.

Chair International Dinner.

Arrange for induction of incoming officers.

## **ARTICLE 5**

### **HOST CLUB RESPONSIBILITIES**

Prepare Convention budget for approval of Regional Convention Budget Committee.

Determine a registration cost per member keeping it as low as possible.

Promote Convention.

Provide physical arrangements for meetings, forums, sessions, meals and social events.

Conduct Awards Program.

Collect all Awards and have ready for presentation.

Arrange meals for functions as required.

Prepare program in consultation with Regional Director.

Maintain a close liaison with Regional Director by providing progress reports to him.

Maintain a liaison with Y's Menette Director.

Keep convention costs within budget guidelines.

Provide advance Convention information to clubs as soon as possible and as often as possible.

Provide accommodation for convention guests as instructed.

Prepare children's program.

Prepare Y's Menettes program in consultation with Y's Menette Director.

Arrange luncheon and dinner agendas as required.

Arrange for church services.

Arrange for marshals to maintain order and announcements.

Arrange for gifts for special guests as instructed.

Prepare Convention Report following Convention and have ready for Fall Council Meeting.

Arrange appropriate social and hospitality events.

Identify available Motel/Hotel accommodations.

Provide display area for Promotional or sales purposes.

## **ARTICLE 6**

### **RECOMMENDATIONS FOR CONVENTION CHAIRMAN**

Plan your Committee structure as soon as the Region awards your club the hosting of the Convention.

Determine and maintain a Registration deadline with a penalty for late registrations.

Check history for Past Convention attendance when planning unit cost for Convention.

Assure that advance Convention publicity is early, often and distributed to all clubs.

Convention promotion is the Key to a successful Convention.

Do not try to out-do other Conventions. Do what your club is capable of, and do it well.

Assure that the Regional Director and the Y's Menette Director are kept informed of all actions and progress of your committee.

When arranging for meals, avoid giving numbers to caterers too early.

When planning costs for meals don't forget tax on food and tips if applicable.

Assure that you select a person/persons as Marshals who will keep Convention functions running on time.

When your Committee structure is in place, provide a group that can coordinate all committees. This could be done by you and a co-chairman.

Consider club fund raising if applicable to pay for some unforeseen costs.

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## **ARTICLE 7**

### **1. BUDGET AND FUND RAISING**

1. Prepare a budget for Convention.
2. Ensure all receipts are deposited in Convention Account.
3. Pay all authorized expenditures.
4. Submit a closing financial statement on the Convention.
5. Identify and tap additional revenue sources other than registrations.
6. Control expenditures.

### **2. PUBLICITY AND PRINTING**

1. Provide information to local media before and during convention.
2. Provide advance information for all Y's Men prior to Convention.
3. Print the Convention Program.
4. Arrange for the printing of all tickets, programs.
5. Choose a Convention photographer to photograph the Convention events.
6. Writing and printing of daily bulletin during Convention.

### **3. REGISTRATION**

1. Mail registration forms and publicity material arranged with the Publicity and Printing Committee including information re accommodations and their cost.
2. Set a cut-off date for pre-registrations.
3. Provide for registration before and at Convention.
4. Co-ordinate and record registrations by Club.
5. Provide registration packets including gifts.

### **4. FACILITIES**

1. Assess the facility needs of each committee.
2. Ensure meeting space is booked and ready for use (sound system, chairs, tables, janitorial services).
3. Ensure sufficient accommodations are available (motel, trailer parks, etc).
4. Acquire tables and chairs for banquets, set-up for banquets, dance, meetings, sessions.
5. Billet Special Guests.
6. Send accommodation information to clubs.

## **5. MEALS**

1. Arrange with caterers for quality meals for banquets, coffee parties, luncheons, children's meals, etc...
2. Arrange for all table decorations and seating plans.
3. Verify the quality of meals with the Convention Committee with an eye on budget.

## **6. HOSPITALITY ROOM**

1. Provide and staff a hospitality room.
2. Provide coffee and snacks as the budget allows.
3. Provide a display area for promotional or sales purposes.
4. Work with Convention Committee, who is promoting next Convention.

## **7. SPORTS AND RECREATION**

1. Organize the Annual Y's Men's Golf Tournament.
2. Arrange other competitive sporting events.
3. Determine, purchase and present awards as required.

## **8. R.D. AND COMMITTEE**

1. Arrange business sessions and forums.
2. Arrange training workshops.
3. Arrange church service.
4. Arrange Master of Ceremonies and Banquet Agendas.
5. Issue special invitations to attend Convention.
6. Arrange board, food, and transportation for invited V.I.P.'s.
7. Arrange for any other transportation needs.

## **9. ENTERTAINMENT & AWARDS COMMITTEE**

1. Provide Entertainment.
2. Arrange for piper piping head table guests in.
3. Arrange for band for dance, if applicable.
4. Ensure awards are on hand at Convention.
5. Assist at presentation of awards.

## **10. CHILDREN'S PROGRAM**

1. Prepare program for Y'slings and co-ordinate with Y's Men's and Y's Menettes' Programs.
2. Arrange for those meals to be held separate from Y's Men and Y's Menettes.
3. Arrange for baby sitters.
4. Provide an interesting variety of programs for various age groups.

## **11. Y'S MENETTES PROGRAM**

1. Prepare a program for Y's Menettes and co-ordinate with Y's Men's Program.
2. Arrange for those meals to be held separate from Y's Men's functions.

## **12. MISCELLANEOUS COMMITTEE**

1. Arrange for Marshals to maintain order, interest and enthusiasm of all attending the Convention.
2. Marshals will keep the schedule on time.
3. Arrange for gifts, favors, and flowers for Convention Events.
4. Arrange time and place for any contests or draws.
5. Arrange for conduction of various luncheons and dinners.
6. Special Events.

## **13. CONVENTION CO-ORDINATION COMMITTEE**

1. Co-ordinate the activities of all Committees.
2. Write and have printed the Convention Financial Report for presentation at the Fall Council Meeting following Convention. The traditional convention report of activities of officers, RSD's, and clubs is a Regional function and it is the responsibility of the Region to prepare and finance such a publication.
3. Monitor the budget for Convention once received from the Budget and Fund Raising Committee.
4. Approve all large expenditures by other Committees.
5. Reserve the right to approve the quality of meals to be arranged by the Meal Committee.

## PROTOCOL FOR GUESTS AT MARITIMES REGIONAL CONVENTION

### WHO PAYS

<b>Guest Type</b>	<b>Registration</b>	<b>Accommodation(see #1)</b>	<b>Travel</b>
<b>International Representative ( IP or designate )</b>			
- Individual	Convention	Convention	Mar. Reg
- Spouse	Convention	Convention	Int. Rep.
<b>Area Representative ( see #1, and #2 )</b>			
- Area Pres. or Rep.	Convention	Convention	Area
- Area Dir. Y's Menettes	Convention	Convention	Area
<b>Exchange Delegates ( see #3 )</b>			
- North Atlantic	Convention	Convention	Guest
- Central Canada	Convention	Convention	Guest
- Western Canada	Convention	Convention	Guest
<b>Brotherhood Delegate</b>			
- Delegate	Convention	Convention	BF
- Spouse	Convention	Convention	BF Del.
<b>YEEP Students</b>			
- Hosted in Mar. Reg.	Convention	See #4 Below	Host Club of YEEP
- Hosted Elsewhere	Convention	See #4,5 Below	Host Reg. or BF Fund
- Sponsored by Mar. Reg.			
- Selected for Placement	Convention	Parents	Parents
- First Year Return	Convention	Parents	Parents

#### Footnotes

1. Accommodation may be provided by homestay, if convenient for the Convention Host Club. This will help lower expenses within the Y's Men's movement and promote fellowship within individual Y's Men's families. If homestay billeting is not convenient, guests may be accommodated at the Convention hotel/motel.
2. If the Area Representative or Exchange Delegates are accompanied by a spouse, Convention will provide homestay or cover the accommodation cost but all other costs must be borne by the guests unless otherwise agreed upon beforehand.
3. It was decided at the Fall Council Meeting of October, 2009, that the "Exchange Delegates" would be suspended from each of the above Regions. The "Exchange" will resume on a Region by Region Basis once a Region(s) offer(s) the Maritimes Region an exchange.



4. YEEP Students being hosted within the Maritimes Region or elsewhere within Canada who attend the Convention will be provided with homestay, if possible, to help lower expenses, to give them exposure to a new family and to allow children in the homestay family to become acquainted with a foreign YEEP guest.
5. YEEP Students being hosted within other Regions in Canada may attend the Regional Convention. The number of those for whom registration and accomodation costs will be paid will not exceed four (4) in total. This would provide for two YEEP Students per Region i.e. two from the Central Canada Region and two from the Western Canada Region. However, if one Region has fewer than two, then students from the other Region could use the allotment. If more students wish to attend, their Host Region should arrange to cover the extra costs in a way which does not impose any undue hardship on an individual student. The ASD YEEP should be consulted to ensure relatively fair arrangements for the YEEP students in Canada and to seek travel support from, for example, BF Funds.

#### **NOTE**

All guests must be by written invitation of the Regionl Director. The number of invitations is to be controlled by the Regional Director and to be confirmed with the Host Club Convention Committee not later than April 30.

#### **Policy Approved From Regional Convention Review Committee**

1. The Maritmes Regional Convention should cotinue to be held annually at different locations throughout the Maritimes on the Victoria Day week-end in May and for the same duration as at present, Friday night to Sunday afternoon.
2. Host clubs should, on occasion, try to hold a convention on an appropriate nearby campus.
3. Host clubs should plan convention activities to provide the maximum of fun and fellowship for delegates, some workshops and/or forums to improve knowledge of Y'sdom, and short business meetings with all timely connected to make the entire week-end more family oriented, fast paced and with little wasted time.
4. A committee should be established to: review the current convention guidelines with a view to recommending a more feasible method of financial control on the host committee's convention budget, reduction of costs for the convention hosts, and recommending changes to the guidelines that it feels are necessary.

Approved --- May 1983      Amended --- Oct 1990      Amended --- Oct 2009  
 Amended --- Oct 1992      Amended --- July 2006

