

## **GUIDELINES FOR ANNUAL CONFERENCES**

**A)** With the oversight of the Executive Board, the Program Chair shall make all necessary financial and other arrangements for hosting the annual conference of the association at the location approved by the Executive Board. The Program Chair, who shall be formally appointed by the President, shall collect all registration forms and fees for the annual conference. Prior to and/or during the annual conference, the Program Chair shall transfer all conference registration fees, and all other revenues collected for the conference, to the Secretary-Treasurer for deposit into the association's bank account.

**B)** The Program Chair shall provide receipts of registration fees paid, including copies of the registration forms, to the conference participants prior to or during the annual conference. The original registration forms shall be transferred by the Program Chair to the Secretary-Treasurer following the annual conference.

**C)** The Program Chair shall prepare a preliminary budget for the annual conference for review by the Executive Board during its annual meeting on the first day of the annual conference.

**D)** The association expects that the Executive Board will attempt to balance its overall annual budget, and will deposit any surplus funds from the annual conference into the association's bank account. Any budget deficits from the annual conference or other activities of the association shall be paid, with the approval of the Executive Board, by the Secretary-Treasurer from the association's bank account.

**E)** There shall be annual audit of the Association's financial transactions. This document should be included in the annual financial report given by the Secretary-Treasurer at the Executive Board's annual meeting.

**F)** The Secretary-Treasurer shall advise the incoming Program Chair about the preliminary budget for the annual conference according to past conferences and anticipated revenues.

**G)** The following items necessary for the planning and hosting of the annual conference shall be paid by the Secretary-Treasurer, so long as the cost of the items falls within the anticipated income from registration fees and other revenues from the annual conference:

1. Conference programs and other printed items;
2. Mailings/announcements/postage for the annual meeting (if necessary);
3. Materials needed for the conduct of the meeting: receipts, name tags, etc;
4. Conference facilities, including meetings rooms;
5. Meals provided for conference participants; and
6. Meals, transportation and other accommodations that are to be provided to association guests, including guest speakers, who are on the conference program.

**H)** All honoraria, travel costs, and other expenses which exceed the anticipated income from registration fees and other revenues from the annual conference shall be subject to the approval of the Executive Board prior to program chair/president making any financial commitments on the behalf of the association.