

APPENDIX H - REGION CONFERENCE PLANNING SCHEDULE

A. COORDINATION

- 1. The following schedule is a guide for the Chapter Presidents, Conference Chairmen, and Institute Directors in conducting the conference.**

B. PRIOR TO CONFERENCE

20 months	Host Chapter President appoints Chairman or co-Chairmen
18 months	Chairman selects dates for Conference. Coordinates with Southwest Region Institute Directors and Host Chapter President. Investigates site locations.
17 months	Chairman selects Sub-Committee Chairmen.
16 months	Program Chairman begins planning of program.
16 months	Chairman selects site. Coordinate with Institute Directors.
16 months	Sub-Committee Chairmen select their committee members.
12 months	Chairman directs Finance Chairman to begin efforts to obtain pledges for cash donations.
9 months	Chairman submits written progress report to Institute Directors.
9 months	Responsible Institute Director requests Region Finance Chairman/Treasure to forward seed money to Chairman. Chairman sets up separate bank account.
8 months	Chairman receives preliminary budget from Finance Chairman.
7 months	Program Chairman has tentative program scheduled with speakers engaged.
6 months	Responsible Institute Director informs Chairman of Institute representatives.
6 months	Chairman submits written progress report to Institute Directors.
5 months	Institute Directors canvass each Chapter President for Business Meeting agenda items and revisions to Operating Guide.
4 months	Program Chairman has program completed and confirmed.

APPENDIX H - REGION CONFERENCE PLANNING SCHEDULE *continued*

- 4 months** Each Chapter President responds to Institute Directors with suggested Business Meeting agenda items and proposed revisions to Operating Guide.
- 3 months** Chairman submits written progress report to Institute Directors.
- 60 days** First general mailing received by Region members, all participants, Board members and Institute representatives.
- 60 days** Chapter Presidents submit names of voting delegates and method of voting to Institute Directors.
- 45 days** Second mailing received to include registration forms, program, Business Meeting agenda, lodging information and other appropriate items.
- 45 days** Responsible Institute Director submits Business Meeting items and Operating Guide revisions to each Chapter President.
- 30 days** Chairman submits written progress report to Institute Directors.
- 15 days** Additional mailing, if required, received by Region members.
- 15 days** Appoint Recording Secretary for Business Meeting.

C. AFTER CONFERENCE

- 15 days** Recording secretary submits Business Meeting minutes to Institute Directors for review.
- 35 days** Responsible Institute Director submits Business Meeting minutes to Chapter Presidents.
- 60 days** Chairman submits record of Conference to Institute Directors and Chairman of succeeding Conference.
- 75 days** Chairman submits financial statement of conference. Return seed money to Region Finance Chairman/Treasurer.