

407 CANADIAN AREA CONVENTION GUIDELINES

(APPROVED BY AREA COUNCIL JANUARY 6, 1989)

ARTICLE I - PURPOSES AND OBJECTIVES

1. To provide an opportunity for members to recommend and/or approve policy and guidance for the administration of the Area.
2. To strengthen relations between Y's Men International, the Canadian Area, Regions, Districts, Clubs and Members.
3. To increase member awareness of the responsibilities and understanding of the Y's Men's movement.
4. To build strong fellowship among members throughout the Area.
5. To conduct the business of the Area.
6. To recognize outstanding contributions by individuals and/or groups to the Y's Men's movement throughout the Area.
7. To strengthen the relationships between Canadian Y's Men's Clubs and the YMCA.
8. To promote, encourage and develop a Youth Convocation held in conjunction with the Area Convention.

ARTICLE II - ACCOUNTABILITIES

1. The Area Council has total accountability to the Area membership for the overall success of the Area Convention.
2. The Host Club is responsible for providing the most economical methods of conducting the Convention.
3. Final accountability for the cost of the Convention rests with the Area. It will be accountable for any deficit and will receive and manage any surplus.

ARTICLE III - CONVENTION BUDGET

1. The Convention Budget is the joint responsibility of the Area Convention Budget Committee and the Host Club Budget Committee.
2. A preliminary budget must be presented to the Area Convention Budget Committee twelve (12) months prior to the Convention date, for approval.

3. A final budget will be presented for approval as above by January 31st of the Convention year.
4. A sample budget is to be attached to final document.
5. The budget must show grants expected (if any).
6. The Area will provide an advance to the Host Club Committee to cover early expenses such as advertising, promotion, and deposits. This will be returned to the Area in the final accounting.
7. The Area will be responsible for any deficit but a deficit Convention budget will not be acceptable.
8. Convention Guests - refer to Article VIII.

ARTICLE IV - AREA PRESIDENT RESPONSIBILITIES

1. Establish an Area Convention Committee twelve (12) months prior to the Area Convention. The Committee should consist of the Area President, the Past Area President and the RD of the Host Club Region. The AP shall have the power to add or substitute to this Committee.
2. Monitor Convention Budget expenditures.
3. Select topics and identify resource persons for forums, seminars, sessions, etc.. to be conducted at Convention. Consult with Host Club Committee concerning facility needs.
4. Select and send invitations to Senior Y's Men guests (International and other Areas).
5. Select or approve Convention Speakers in liaison with Host Club Committee.
6. Select Award Winners and determine manner of announcing Winners and making presentations.
7. Meet with Convention Committee Chairman to discuss progress.
8. Chair all business and Council Meetings.
9. Chair the International Dinner.
10. Arrange for the induction of incoming officers.

ARTICLE V - HOST CLUB RESPONSIBILITIES

1. Prepare Convention Budget for approval of Area Convention Budget Committee showing the registration cost which is to be kept as low as possible.
2. Promote Convention vigorously with the assistance of the Area President and Regional Directors.
3. Provide advance Convention Information to Clubs as soon as possible and as often as necessary.
4. Provide physical arrangements for all meetings, forums, sessions, meals, and social events.
5. Conduct Awards program as requested.
6. Collect all Awards and have ready for presentation.
7. Arrange for all meals for function.
8. Plan programs of events in consultation with the Area President and arrange for printing of program and other required material.
9. Make periodic progress reports to the Area President.
10. Maintain liaison with Y's Menette's Director.
11. Keep within budget.
12. Arrange accommodations for Convention guests.
13. Prepare Y's Menettes program with Y's Menette's Director.
14. Plan and prepare a children's program.
15. Arrange luncheon and dinner Agendas.
16. Arrange for worship services.
17. Arrange for Marshal(s) to make announcements and maintain order.
18. Arrange for gifts for special guests and speakers.
19. Select and invite civic and government guests.
20. Identify available accommodations i.e. Motel/Hotel/Campus.
21. Arrange appropriate social and hospitality events.

22. Provide display for promotions and sales.
23. Prepare a Convention Report following the Convention and present it at the next Area Council Meeting.
24. Establish an Area Convention bank account.

ARTICLE VI - RECOMMENDATIONS FOR HOST CLUB COMMITTEE

1. Plan your Committee structure as soon as the Area awards your Club the hosting of the Convention.
2. Establish and maintain a registration deadline with a discount for early registration.
3. Check history of past Convention attendance when planning unit cost for the Convention.
4. Ensure that advance convention publicity is early and often and is distributed to all Club Presidents and/or Secretaries or other Officers as effective Promotion is the key to a successful convention.
5. Do not try to outdo other Conventions! Do what your club is capable of doing, and do it well.
6. Enlist the assistance of the Y's Menettes Director in planning Y's Menettes activities.
7. When arranging for meals avoid giving numbers to the caterer too early.
8. Keep lunches light and don't forget to include tax and gratuities (if any) for all meals.
9. Make sure that the people you select as Marshal(s) are capable of keeping Convention functions running on time.
10. Don't forget to include your Y's Menettes when Committees are formed.
11. Try to make table seating arrangements that will mix Conventioneers from different parts of the country.
12. If your Club is short on members don't hesitate to ask members from a neighbouring club(s) to help out.

ARTICLE VII - SUGGESTED COMMITTEES AND DUTIES

1 CONVENTION CO-ORDINATION COMMITTEE

1. Coordinates the activities of all Committees.
2. Monitors the progress and actions of each Committee.
3. Monitors the Convention Budget after it is received from the Budget and Fund Raising Committee.
4. Approves all proposed large expenditures by other Committees before the funds are committed.
5. Completes the Convention Report for distribution at the Fall Council Meeting.

2 BUDGET AND FUND RAISING COMMITTEE

1. Prepares the Convention Budget.
2. Ensures that all receipts are deposited in the Convention Account.
3. Pays all authorized expenditures.
4. Submits a closing Financial Statement on the Convention.
5. Identifies and taps additional revenue sources in addition to registration e.g. grants.
6. Controls expenditures.

3 PUBLICITY AND PRINTING COMMITTEE

1. Provides information to media before and during Convention.
2. Provides information to all Clubs prior to Convention.
3. Arranges for the printing of all programs and tickets.
4. Arranges for a Convention photographer.
5. Writes and prints a daily bulletin and/or provides and maintains a message centre.

4 REGISTRATION COMMITTEE

1. Mail registration forms and publicity material arranged for by the Publicity and Printing Committee including information regarding accommodation locations and costs.
2. Establish a cut-off date for pre-registrations.
3. Process registrations before and at Convention.
4. Coordinate and record registration by Clubs.
5. Provide registration kits and delegate gifts.
6. Provide name tags and meal tickets to all delegates and guests as required. Name tags should be made up in advance.

5 FACILITIES COMMITTEE

1. Assess the facility needs for each activity or meeting.
2. Ensure that space is booked and ready (sound systems, chairs, tables, note pads, janitorial service) for all functions.
3. Ensure that sufficient sleeping accommodations are available (motel, hotel, camping, etc.).
4. Billet special guests.
5. Provide accommodation information for inclusion with registration promotion.

6 BANQUETS AND LUNCHEONS COMMITTEE

1. Arrange for quality meals for banquets, luncheons, activities, coffee breaks, etc.
2. Arrange for all seating plans and provide head table seating arrangement to Marshal.
3. Arrange for gifts, favors, flowers and table decorations.

7 HOSPITALITY COMMITTEE

1. Provide and staff hospitality room if needed.
2. Provide refreshments and snacks for early arrivals.
3. Provide a display area for promotional or sales purposes.

4. Work with Convention Committee promoting future Convention.

8 SPORTS AND RECREATION

1. Organize Y's Men's Golf Tournament.
2. Arrange other sporting events and/or Tours.
3. Plan, purchase, and present awards as required.

9 AREA PRESIDENT AND COMMITTEE

1. Arrange business sessions and forums.
2. Arrange for Training and other Workshops.
3. Select Master of Ceremonies and plan banquet agendas.
4. Issue invitations to guests from areas outside the Canadian Area.
5. Ensure that lodging, meals, and transportation are provided for invited VIP's.
6. Designate head table guests.

10 ENTERTAINMENT AND AWARDS COMMITTEE

1. Make arrangements for Awards ceremony.
2. Arrange for piper to pipe in Head Table guests when required.
3. Make all arrangements for dancing (when applicable).
4. Ensure that all Awards are on hand for Convention.
5. Assist at presentation of Awards.

11 CHILDREN'S ACTIVITIES

1. Prepare a Y'slings program in coordination with other programs.
2. Arrange for separate children's meals as required.
3. Arrange for baby sitters.
4. Provide a variety of programs for various age groups.

12 Y'S MENETTES PROGRAM COMMITTEE

1. Coordinate all arrangements with Y's Menettes Director and prepare a Y's Menettes program coordinated with other programs.
2. Arrange for meals for separate Y's Menettes functions.
3. Organize shopping or city tours in coordination with Sports and Recreation programs.

13 CONVENTION MARSHALS

1. Arrange for Marshal(s) to maintain order, engender enthusiasm and interest, and keep events on schedule.
2. Coordinate time and place for all contests and draws.
3. Ensure that Marshal(s) (a) instruct Head Table guests (b) line up guests as listed and (c) conduct guests to Head Table.
4. Arrange for required special transportation e.g. Airport.

ARTICLE VIII - CONVENTION GUESTS

For Budget purposes it is important that all convention guests are identified early and that all concerned understand who is to pay for Registration, Travel, Meals, Accomodation, Honoraria, etc...

1. The Area President will inform the Host Committee what International Officer or members of Area Council will attend the Convention and how their expenses are to be covered.
2. The Host Regional Director should inform the Host Committee if there are Regional Guests and how their expenses will be covered.
3. The Registration and Accommodation for BF delegates and YEEP Students attending should be paid from the Convention Budget. When feasible BF delegates and YEEP Students should be billeted with members or by other means where costs can be minimized.
4. The International BF or Area BF may be in a position to provide some financial support for BF delegates.

