**310 MARITIMES REGION CONVENTION GUIDELINES**

**ARTICLE I (A): PURPOSE**

The purpose of the Convention shall be to provide an inspirational experience for the general membership, to elect the Regional officers and to conduct the business of the Region.

**ARTICLE 1 (B): OBJECTIVES**

To promote personal and leadership development within the membership.

 To recognize outstanding contributions to the Region by individuals and or clubs.

To increase awareness and understanding of the International Organization, Area, and Region.

**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 of $1,000 or less will be returned to the Regional Account. Any amount over $1,*000* shall be deposited in the separate Regional Convention Trust Account.

**ARTICLE 3: CONVENTION BUDGET**

Budget shall be presented at the Fall Council Meeting prior to the Regional Convention.

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

Budget must show all expenses as well as expected revenues.

A deficit Convention budget will not be acceptable.

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**ARTICLE 4: REGIONAL DIRECTOR RESPONSIBILITIES**

Select a Regional Convention Budget Committee consisting of 3 members with one being a representative of the immediate past Convention. The committee shall meet prior to the Fall Council Meeting.

Monitor Convention Budget and Operations.

Communicate with Host Convention Committee to select topics and identify resource persons for forums, seminars, sessions and Convention meals.

Communicate with Host Convention Committee on International, Area and Regional guests and send appropriate invitations.

Communicate with all Regional Officers responsible for Award recognitions and assure that the appropriate winners are reported.

Communicate with Host Committee on Awards Ceremony and to assure the presence of all Regional Awards.

Communicate with Host Committee on the Induction Ceremony of Regional Officers.

Communicate with Host Committee on the logistics for the Annual Convention Business Meeting and Convention official opening.

Communicate with Regional Director of Y Service Club Women on their program.

**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.

Provide physical arrangements for meetings, forums, sessions, meals and

social events.

Assist in the co-ordination of Regional Awards Program.

Collect all Awards and have ready for presentation.

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 **HOST CLUB RESPONSIBILITIES (CON’T)**

Arrange all meals for functions and be aware of information on delegates allergies.

Prepare program in consultation with Regional Director.

Maintain close liaison with Regional Director (s) with progress reports.

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 by the Region.

Prepare youth program.

Arrange luncheon and dinner agendas as required.

Arrange for Church Service which may include Induction Ceremony.

Arrange for marshals to maintain order and announcements.

Arrange for gifts for special guests as suggested by the Region.

Prepare Convention Report to include Financial Statement for Fall Council Meeting.

Arrange appropriate social and hospitality events.

Identify available local accommodations (Hotels, Hostels, RV/Trailer/Camping etc.)

Communicate with all Regional Clubs and officers relating to specific requests for display areas.

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**ARTICLE 6: RECOMMENDATIONS FOR CONVENTION CHAIRMAN**

Plan your Committee structure as soon as the Region awards your club the

hosting of the Convention.

Have regular meetings with Committee and keep records of all discussions/planning.

Determine and maintain a Registration deadline date with a emphasis on late

registrations.

Check history for past Convention attendance when planning costs.

Commit to early information on Convention and assure regular communication to all clubs.

Assure that the Regional Director(s) are kept informed on all actions and progress of your committee.

**ARTICLE 7: COMMITTEE STRUCTURE**

 **FINANCIAL**

1. Prepare a balance budget for Convention.
2. Ensure all receipts are deposited in Convention Account
3. Control and authorize all expenditures.
4. Identify and tap additional revenue sources other than registrations.

1. Submit a closing financial statement on the Convention.

 **PUBLICITY AND PRINTING**

 (1) Provide information to local media before and during convention.

 (2) Provide advance information for all clubs prior to Convention.

 (3) Print the Convention Program, and all necessary programs

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 **REGISTRATION**

 (1) Distribution and receipt of registration forms.

 (2) Arrange for appropriate registration kits/souvenirs.

 (3) Arrange for volunteers to co-ordinate registration desk

 **FACILITIES**

 (1) Assess the facility needs of each committee.

 (2) Ensure meeting space is booked and ready for use (computer equipment, sound system,

 chairs, tables, janitorial services).

 (3) Ensure all table set-ups/decorations for all meals.

 (4) Communicate with Host Convention for next year’s Convention Committee for Hospitality suite.

 **MEALS**

1. Arrange for meals for banquets, luncheons, nutrition breaks etc...

 (2) Confirm with facility committee for all table decorations and seating plans.

 (3) Communicate with registration committee on specific allergies for delegates

 and confirm same with meal providers.

 **SPORTS- RECREATION-TRANSPORTATION**

 (1) Arrange all programs for “free time” events such as sporting, shopping, tours.

 (2) Arrange for all transportation requests for visiting delegates.

 **ENTERTAINMENT & AWARDS**

 (1) Provide Entertainment within budget costs.

 (2) Assist with Awards Ceremony

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 **YOUTH PROGRAM**

1. Prepare program for all youth ages.

 (2) Arrange for meals and venue.

 (3) Arrange for babysitters where applicable.

 **Y’ SERVICE CLUB WOMEN / SPOUSE PROGRAM**

 (1) Arrange for all aspects relating to needs for meals/meeting space

 **MISCELLANEOUS COMMITTEE**

1. Marshalls
2. Gifts / Favours / Flowers/ Door Prizes

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 **PROTOCOL FOR GUESTS AT MARITIMES REGIONAL CONVENTION**

**WHO IS RESPONSIBLE FOR COSTS)**

**GUEST REGISTRATION ACCOMODATION TRAVEL**

**International Convention International International**

**Spouse X X X**

**Area President Convention Area Area**

**Brotherhood**

**Delegates Convention Region Region**

**STEP Convention Delegate Delegate**

**Invited Guests Convention Where applicable Where app.**

**Notes**

**1/ All guests must be by written invitation of the Regional Director/Host Committee Chairperson and be included in Convention Budget and notification must be presented at the Fall Council Meeting prior to the Convention.**

**2/ Where applicable, any guest can be provided home stays.**

**3/ STEP delegates are for individuals that are visiting the Maritimes Region or delegates within the Maritimes Region that are waiting active placement.**

**4/ Invited guests could include delegates from outside the Region at the discretion of the Regional Director. Notification of this Invited Guest must be presented at the Fall Council Meeting prior to the Convention.**

**5/ Where applicable, the Host Convention can apply for funding assistance for the Registration costs.**

**6/ Host Convention Committee may be asked to assist International, Area, and Region on related costs.**

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**Cancellation or Postponement of Convention**

Any recommendation to cancel or postpone a Regional Convention will be made jointly by the Regional Director and Host Convention Committee.
The decision of cancellation will be conveyed by the Regional Director to clubs within the Region.

 In the case where holding a Regional Council Meeting becomes physically impossible due to such things as border closings, restrictions on the gatherings of people in response to force major events, a decision for postponement can be taken by the Regional Council during a video/telephone conference meeting.

A clear and concise refund policy shall be prominently featured in all convention publicity, as well as shared with all registrants as part of the registration process.
The exact terms of the refund policy can be set by the Convention Committee in accordance with their contract/budget considerations.

**Policy Approved From Regional Convention Review Committee**

1. The Maritmes Regional Convention should continue to be held annually at different locations throughout the Maritimes in the Spring on any weekend between May 15 and 31. (Amended May 2017) 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 Amended - October, 2020

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