

ARMA Pacific Region Leadership Conference

Host Chapter Policy and Procedure

Overview

The annual Region Leadership Conference is held during the summer each year to equip and empower chapter leaders to strategize, plan, and conduct successful chapter programs. The conference is held each year in a different location near a region chapter that acts as “Host Chapter” for the conference. In partnership with region leadership the local host chapter assists with producing an outstanding event for the region chapter leaders.

The host chapter will have defined responsibilities and expectations to perform as the host for the Region Leadership Conference.

Benefits of Being a Host Chapter

- Opportunity to have more chapter leaders participate in the conference.
- Opportunity to hold a chapter event the evening before conference begins and secure either region or association leadership to participate
- One complimentary leadership conference registration.
- Experience working with region leadership to produce the event.
- First hand networking with other region, association, region chapter, and ARMA HQ leaders.

Chapter Responsibilities

The host chapter will investigate, research and assist in securing an appropriate meeting venue and housing accommodations for the conference and make recommendations to the region leadership team for final confirmation. If the meeting venue is other than a hotel then the venue should be within walking distance of housing accommodations.

Transportation

Transportation to and from the local airport should be free provided by the housing venue or low cost shuttle service.

Venue

Hotel meeting rooms should be negotiated as free of charge based on the use of catering services and/or number of booked rooms. Housing accommodations should be clean and of good quality. Hotel rates should be reasonable. Negotiations should be made to obtain the best rate possible. Non-hotel meeting venues should be secured at no cost with the ability to bring in food and have ample space for classroom seating. The hotel and/or meeting venue should have appropriate facilities for the Region Awards/Recognition banquet, which is held during the conference.

Equipment

It is extremely desirable for all facilities to allow the region to bring in and use its own A/V equipment, as well as have the ability for live internet connection for a minimum of one day. The facility should have microphone and speaker equipment. The host chapter is asked to provide through members or by donation if possible any A/V equipment such as LCD projector, laptop, screen, overhead projector, flip charts with pads and pens, etc. in order to keep conference costs at a minimum.

Optional Outing

The host chapter will investigate possible outing events for one night during the conference. In partnership with the region leadership an event will be selected from the host chapter recommendations. The total cost of the event, including any transportation, should be between \$25.00 and \$50.00 and is an optional event not included in the registration. The host chapter is responsible to coordinate this event. Conference attendees will be asked to pay in advance for the event.

Registration and Materials

The host chapter will provide one or two chapter members to manage the registration table the first day of the conference. The host chapter is requested to seek donated items such as notepads, pens, local tourist information, location maps, etc. to be included in the registration packets. If donated items cannot be secured, the host chapter may be asked to purchase these items locally and be reimbursed by the region.

Region Leadership Team Responsibilities

The Region Leadership Team led by the Region Manager is responsible to create education content, format, and marketing for the conference. The team will also coordinate speaker selection, Region Banquet, educational materials, food, appreciation gifts, and handle all conference registration and accounting.

Submission Process for Being a Host Chapter for Leadership Conference

If interested in becoming a host chapter for the Pacific Region Leadership Conference, please express interest to the current Region Manager by May First prior to the current year's Leadership Conference. The Region will only schedule conference locations two years in advance. A Chapter board must be in agreement and committed to hosting if selected. Chapter Boards need to keep in mind that they are making a commitment that will be the responsibility of future to chapter leaders to fulfill.

A brief presentation to the region leadership at the annual Region Leadership Conference is required. This presentation should focus on desire, logistical feasibility such as airport, ground transportation, cost effective venues, and entertainment opportunities.

If more than one chapter submits to host for the same year, all submissions will be presented to the region and chapters will be asked to vote and select the host chapter.

Questions can be directed to your Region Coordinator or the Region Manager.

(Effective – July 2003)