

Local Arrangements Committee

Revised April 2011
Approved April 2011

Purpose:

To organize facilities and registration for a specific New England Archivists (NEA) Meeting.

Term of Office:

Chair is appointed 12 months before the meeting that is being planned and lasts up to the quarterly board meeting following that meeting. Committee members are appointed shortly after the Chair and their terms last up to the end of the meeting that is being planned.

Chair (Major Duties):

- It is preferable that the Chair has already served on a Local Arrangements Committee.
- Arranges for and chairs meetings of the Local Arrangements Committee.
- Serves on the Program Committee to ensure necessary coordination.
- Keeps President apprised of all activities.
- Attends all Executive Board meetings.
- Appoints members of the Local Arrangements Committee and may designate one person to serve as Registrar, and one to serve as Facilities Coordinator, and oversees their work.
- Communicates with the President to determine registration, luncheon and reception costs, and deadlines.
- Submits budget to Treasurer.
- Works closely with the Education Chair and Facilities Coordinator to facilitate workshops held in conjunction with the conference, including facility requirements (number and size of rooms needed for workshops and any associated room fees, audio-visual requirements, refreshments), copy deadlines, program and registration forms.
- Identifies corporate sponsors in coordination with the Development Coordinator. Prepares letter of request for approval by President. Maintains list of vendors, fees, etc. for next chair.
- Forwards camera-ready copy of registration forms to print coordinator.
- Submits drafts of the program up to one year in advance of the meeting to the Webmaster and submits the final program to the Webmaster.
- Chooses overnight accommodations and makes all arrangements including securing blocks of rooms and a special conference rate; communicates hotel information to Registrar.
- Provides Program Committee Chair with map and/or directions, hotel information, time schedule of events, fee schedule, and room assignments.
- Submits information regarding meeting dates, program, parking, driving directions, lodging, and restaurants to Webmaster for posting online.
- Serves as trouble-shooter during meeting.

- Provides President with a written report after the meeting noting any problems or suggestions.
- Sends copy of final report, extra supplies, banner, sample letters, etc. to next local arrangements committee.
- Submits a quarterly report to the Board about a week before the Board meeting.
- Arranges with the NEA Archivist for the orderly transfer of the committee records to the Archives.

Registrar (Major Duties):

Is responsible for all aspects of registration for the meeting, as well as sessions and educational workshops.

- Is a member of the Local Arrangements Committee.
- Attends meetings of the Local Arrangements Committee.
- Registers individuals as they return the completed registration forms.
- Collects monies for registration fees, membership dues, Hale Fund donations, etc. and keeps a separate accounting of each.
- Sends final number of registrants to Secretary.
- Prepares list of registrants (name and affiliation) and has photocopies available at the registration table.
- Provides the Chair of the Local Arrangements Committee with registration figures and a report on any problems and suggestions.
- Coordinates closely with the Education Chair to facilitate workshop arrangements.
- Coordinates with Program Committee Chair and the Education Committee Chair to obtain finalized information for the website and print registration form, and for the onsite meeting program.
- Coordinates cross registration with other organizations (e.g. NEMA) to encourage registrations from their members and get mailing list of Library/Archives affinity group members (send to Print Coordinator.)
- Designs (in cooperation with the Program Committee Chair) and prints the onsite meeting program.
- Selects and receives materials for the onsite meeting packet (program, registration list, Hale/Haas award, evaluation sheet, map/transportation, promotional material for next meeting, vendor acknowledgements, restaurant list, raffle tickets, etc.), as necessary.

Facilities Coordinator (Major Duties):

Is responsible for catering and ensuring that all meeting spaces and audio-visual resources are available and functional.

- Is a member of the Local Arrangements Committee.
- Attends meetings of the Local Arrangements Committee.

- Keeps Local Arrangements Committee Chair apprised of activities.
- Coordinates with Education Committee Chair, Program Committee Chair, and Development Coordinator to assign appropriate spaces for meeting activities.
- Coordinates with Program Committee Chair and Education Committee Chair regarding equipment and technology needs for speakers, sessions, and workshops.
- Coordinates catering needs.
- Liaises with the meeting site's facility and media staff in an ongoing manner and on the day of the meeting.
- Reports costs for rooms, security, and audio-visual to Local Arrangements Committee Chair.
- Coordinates with Education Committee Chair and Program Committee Chair to confirm catering needs.
- Plans Friday evening reception.

Costs that need to be considered when setting meeting fees:

- Printing announcement
- Postage for mailing announcement
- Lunch
- Reception
- Other refreshments (coffee, donuts, etc.)
- Facility charges: rent, clean-up, security
- Equipment rentals (projectors, tape recorders, etc.)
- Supplies (registration packets, photocopies, etc.)
- Communications: telephone charges, terminals hooked to OCLC or RLIN used for demonstration purposes, etc.

Local Arrangements Committee Task List:

Registrar Tasks:

- Registers individuals as they return the completed registration forms, and acknowledges each registration via email.
- Sends out notification to registrants if registration is for a limited enrollment session or if registrant is to receive pre-meeting materials.
- Tracks projected session and workshop attendance and communicates information to Education Committee Chair and Facilities Coordinator so that catering numbers can be adjusted as needed.
- Tracks the number of registrants in each session to assist in determining the size of meeting rooms needed.
- Arranges staffing for and works at Registration Desk on the day of the conference.
- Sends list of new and renewing members to Membership Secretary.
- Gives all registration records, including forms, checks, list of refunds, and a complete copy of registration database, to Treasurer promptly after the meeting.

- Provides spreadsheet of registrants' contact information to Development Coordinator for forwarding to vendors.
- On-site registrations should be recorded in a similar method as pre-registrations.
- Contacts Education Chair to discuss minimum registration numbers for Educational Workshops, and keeps Education Chair updated with registration numbers as the deadline nears so that the Education Chair can determine the ultimate feasibility of the workshop.
- Discusses with the Education Chair any workshops that will incur expenses not covered by NEA, such as cosponsored workshops, to establish billing details in advance.
- Sends promotional flyer to prior meeting's Local Arrangements Committee Chair for inclusion in their registration packet.
- Coordinates with the Print Coordinator to ensure that the registration form is printed and mailed sufficiently in advance of the meeting date.
- Collects evaluations, compiles results, and forwards relevant data/comments to appropriate committee chairs and officers.

Facilities Coordinator Tasks:

- Arranges for any special requests such as sign language interpretation or physical facility needs (wheel chair ramps, handicapped parking, etc.)
- Identifies and reserves available spaces for program and workshops.
- Identifies parking locations and procedures.
- Reserves audio-visual resources and confirms support availability.
- Prepares and posts exterior and interior directional signs to meeting site and identifying meeting buildings, rooms and other spaces, such as vendor area, restrooms, lunch room, etc.
- Reserves tables, chairs, and table linens for vendors.
- Arranges for coat racks.
- Confirms that audio-visual resources are functioning properly 2 weeks before the meeting, and checks all spaces and audio-visual resources the day of the meeting, in advance of activities assigned for that space.
- Makes all necessary arrangements for morning coffee, luncheon and receptions: selects caterer and develops food budget for proposed budget for Board approval.
- Confirms arrangements with caterer after Board approval.
- Three to five days before the events, confirms numbers of attendees with caterer.
- Arranges for set-up and clean-up of tables, chairs, food.