

SDNGEA ANNUAL CONFERENCE SOP

Revised September of 2006

(Authors were: Past President's Cathy Anderson and Ben Lamp, President Wayne Fokken, Secretary Jenny Butler and Executive Director Bruce Anderson)

HOST CITY: Host city should select the conference chairperson.

HOSTCITY: It is suggested that you appoint a key chairperson for each committee (entertainment, special activities, auxiliary requirements, transportation, registration, facilities, finance, publicity programs, banquet, color guard, Sergeant-at-Arms and administration) These are committees that the host city may want to appoint to run and manage their respective areas of the conference. All of these committees (if utilized during the conference) must be included in the after-action report to the President and Executive Director.

HOST CITY: Arrange to get the conference kit from the prior year's conference committee. Review list of items in the kit to assure all items are in the kit as listed on the checklist. See checklist attachment to this SOP.

HOST CITY: Arrange for activities for Friday night and dance following the banquet.

HOST CITY: Plan for Thursday night mixer. (Make sure to check local liquor and license laws).

HOST CITY: Select theme for the conference.

HOST CITY: Have transportation available if needed with drivers for all activities.

HOST CITY: Registration – design and send out advance registration forms, handle conference registration, get table set up for registration on first day on conference through Saturday morning, have lap top/PC at registration table, get name tags, have change available, registration packets with complete agenda and all conference information in it. Be prepared to check membership during registration. If not, collect dues at that time. Have a copy of a current roster from membership chairman.

HOST CITY: It is suggested the host city supply Hotel/Motel information and let members make their own reservations with these exceptions: The host city should ONLY block rooms for the President, Past President's Hospitality Suite, Executive Director, SD Officers Assn President, TAG, Area V Director and any special guest the President says the SDNGEA will be picking up the cost of room for. A block of 12 to 15 rooms should be set aside for the Past President's to use. This block of rooms will be on the ground floor and together in one wing next to the hospitality suite if possible. Past Presidents will pay for their rooms. Units have used "hotel comp rooms" to cover some of these requirements. Past Presidents Hospitality Suite should be large enough to hold 30 people comfortably.

HOST CITY: Draft the program booklet at least 45 days prior to the conference and forward a copy to the Executive Director and President. After the President has finalized it, it should be printed for conference distribution. Suggest that it be made informative with complete agenda and all times for events listed.

HOST CITY: Finance- open a checking account for the conference committee and get advance from the State Treasurer. Provide a complete financial statement at the end of the conference which must be sent to the Executive Director and President along with the after action report for the Conference NLT 45 days following the Conference.

HOST CITY: Prizes – Contact businesses for door prizes, ads for the program booklet, handouts and bags for registration packets. Contact your local Chamber of Commerce for their assistance.

HOST CITY: Arrange for banquet Master of Ceremonies.

HOST CITY: Arrange for meeting between the President, Executive Director, and Host City Committees at least one month prior to the conference to finalize President's requirements and familiarize him/her with the facilities.

HOST CITY: Publicity – Draft information for the first conference notification to include registration forms and list of planned activities. The information on the upcoming conference should be sent to the Enlisted ECHO editor in time to go in every issue of the Enlisted ECHO prior to the conference (15 October, 15 February). Check if the information can be put into other state publications.

HOST CITY: Conference chairperson will brief Executive Council during February Council Meeting about all matters concerning the State Conference.

HOST CITY: Arrange for banquet menu and set-up arrangement of room.

HOST CITY: Assign a meeting room for the Executive Council Meeting on the first day of the conference (approximately 50 people). Check with the President on time.

HOST CITY: Arrange administrative support to include room, computers, copy machine, other office equipment that may be required and supplies to get the minutes and committee reports printed and distributed during the business session.

HOST CITY: Arrange for Color Guard and for flags / stands to be put up during the opening ceremony and taken down at the end of business session. These are in the conference kit. Make sure the General's Flag is available if he is in attendance and will be addressing the body (business session and banquet). Appoint a Sergeant-at-Arms (with alternate) with escorts (1 Army / 1 Air).

HOST CITY: Arrange for public address system for the SDNGEA meetings, Banquet and Auxiliary meetings.

HOST CITY: Arrange to get SDNGEA banner and plan for the banner to be hung in the main meeting room behind the podium and behind the podium during the banquet. Ensure the banner is in good repair and pressed. The banner is in the Conf kit.

HOST CITY: Arrange for a Chaplain for the invocation, benediction of business session and banquet.

HOST CITY: Auxiliary Activities – Contact the Auxiliary President for instructions on what they require. Plan on holding an auxiliary brunch and have a separate meeting room for them. Check with auxiliary President on numbers for chairs and make sure they have microphones for their business session / brunch etc.

HOST CITY: Refreshment breaks are usually scheduled once each morning (check the agenda). Coffee and rolls should be provided for breaks for both the SDNGEA and Auxiliary business sessions. Expenses may be absorbed by the next year's conference site or the hosting Conference Committee.

HOST CITY: Arrange for several easels / whiteboards to record the election information (minimum of 2). Provide calculators to tallying votes during the elections.

PRESIDENT: Send invitations to AREA V Directors, EANGUS President, Governor of SD, TAG, Mayor of Host City, State Senators and Congressperson, SD Officers Assn President.

PRESIDENT: Make arrangements for the SDNGEA Historian to take pictures throughout the entire conference including business session, activities and banquet. Make sure the Soldier and Airman of the Year winners and candidates are taken following the Banquet for publishing in the ECHO. Make sure the history books are updated with current pictures from each year.

PRESIDENT: Arrange for gifts to be given to special guests in attendance (guest speakers).

PRESIDENT: Notify all committee chairs that reports will be expected on their respective committees during the business session. Committee assignments should be published in the February issue of the Enlisted ECHO.

PRESIDENT: Prepare the President's Annual Report.

PRESIDENT: Notify units to submit nominations for Honorary, Life and Associate memberships to the Membership Chairperson.

1ST VICE PRESIDENT: Coordinate with the State Sergeant Major / State Command Chief for the time and place of awards presentation. These awards will be conducted during the banquet. You as Awards Chairperson are responsible for getting and presenting Awards.

1ST VICE PRESIDENT: Get plaque for the outgoing President (Leland Foos Award).

EXECUTIVE DIRECTOR & BANQUET CHAIRPERSON: Make seating list for the head table and get the President's approval of it. Once it is approved, name and place tags will be made to go by every seat. Also sub-head tables (reserve seating for approximately 40) should be set up for the Past President's and special guests. This should be approved by the President.

SEATING RIGHT OF PODIUM: Past President and spouse/guest, New President and spouse/guest, Chaplain and Spouse/guest, Conference Chairperson and spouse/guest.

SEATING LEFT OF PODIUM: Past Auxiliary President and Spouse/guest, Auxiliary President and Spouse/guest, TAG and Spouse/guest, MC and Spouse/guest.

EXECUTIVE DIRECTOR: Send this conference SOP to upcoming Conference Chairperson.

EXECUTIVE DIRECTOR: Produce a listing of deceased members to the Chaplain for the memorial service prior to the conference if available then, if not prior to the start of Friday morning meetings.

EXECUTIVE DIRECTOR: Make sure transportation is available for any guests and have someone appointed to escort the guest for the conference.

EXECUTIVE DIRECTOR: Notify EANGUS of the changes in SDNGEA officers following the annual conference.

SECRETARY: Provide copies of the previous annual conference minutes and of the previous Executive Council meeting minutes to hand out on the first day of meetings. Arrange for a tape recorder to tape the business sessions. Make sure it is operational and plenty of new tapes for use.

SECRETARY/MEMBERSHIP CHAIR: Need a current listing of all units (Army and Air) with their respective assigned strength for roll call and Credentials Committee.

MEMBERSHIP CHAIR: Have a copy of all members by unit prepared for the registration table, credentials committee and for taking roll (Secretary) if needed for voting.

TREASURER: Provide copies of financial statements and proposed budget to be handed out at the business session.