

National Federation of Democratic Women (NFDW)

Convention Guide

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Preface

It is the intent of the National Federation of Democratic Women (NFDW) that national conventions move from region to region in such a manner as to provide the opportunity for Democratic women across the nation to participate in a national convention at least once every four years.

Procedures for Bidding

- **The State federation and potential site club should meet to discuss the possibility and ramifications of hosting a national convention at least three (two) years prior to the intended bid date**
- **The potential host State President should contact the NFDW President and Executive Board with a statement of intent to bid**
- **The potential host State should prepare a formal presentation to make its bid**
- **A delegation, led by the State President, is traditionally invited to present the formal bid to the Executive Board when an annual convention is in session**
- **The Executive Board notifies the convention body of the bids that have been received to host the national convention and its recommendations**
- **The potential host State is invited to present to the convention body at the national convention prior to the proposed convention year**

Points to Remember When Bidding

- **A major airport MUST be easily accessible to the convention site**
- **The convention hotel should be union, if possible**
- **Room rates should include single, double, and triple (if allowed by the facility)**
- **The hotel should be near the airport and/or offer a courtesy van or transportation from/to the airport. Transportation to and from the airport is at the expense of the registrant**

- If available, a video of the hotel and facilities should be shown when the presentation is made for the bid. At the very least, a facility map should be available to the NFDW.
- A website address should be available to the NFDW for perusal
- Remember, cleanliness and general services are key issues at the hotel
- Amenities such as coffee pots, irons, ironing boards, safes, public transportation and parking are important
- The hotel should have an office center and copy services. However, each is at the expense of the NFDW
- The convention **MUST** be self-sustaining. Costs over budget must be paid by the host state

NFDW President
(Accountable to Membership and NFDW Board)

1. Approve the bid(s) of State(s) presented two years in advance of the proposed convention with the Board and convention body
 2. Appoint a National Convention Chair after consultation with Host State
 3. Approve with the board the facility, convention dates and all contracts
 4. Approve all general plans for convention
 5. Confer with Convention Chair (CC) on program and approve it
 6. Securing speakers is the responsibility of the President and Board. No fees are paid, travel expense is paid for speaker only, and one night's lodging if the speaker is not local
 7. Inviting the major speakers
 8. Providing CC with information about speakers
 9. Prepare agenda for business sessions
 10. Issue Call to Convention
 11. Send all information to Newsletter Editor in time for State Presidents to receive it forty-five (45) days before convention
 12. Inform the CC when to make arrangements for meeting of State Presidents at convention
 13. Preside at all sessions of the convention and recess each session
 14. Open every session at announced time
 15. Appoint a Reading Committee for convention minutes which returns them with corrections within ten (10) days for inclusion in file for distribution to each State delegation at next convention
 16. Write letters of thanks to speakers and the Host State President
 17. Provide thank you gifts to major speakers
 18. Receive post-convention report and place it in a permanent file
- *Speakers have been known to arrive with an entourage. The initial letter from the NFDW President and any following letters should make it clear that transportation, hotel and meals are paid for speakers only. Do not say "we pay*

your expenses”. Inform speakers that the hotel will ask them for a major credit card to secure “incidentals”, i.e. phone charges, room service, etc.

NFDW Treasurer
(Accountable to NFDW Board)

- 1. Send an advance check to the host convention account if requested**
- 2. Send a list of paid members and States to Registration Chair**
- 3. Assist Convention Treasurer in preparing a budget, if requested**
- 4. Prepare an Annual Report for the Board**

NFDW Secretary
(Accountable to NFDW Board)

- 1. Record business sessions to be retained as official record**
- 2. Prepare written minutes of business sessions, including topics discussed and major motions and their disposition, and send to President within ten (10) days of the conclusion of the convention**

NFDW Public Relations Chair
(Accountable to NFDW Board)

- 1. Collaborate with Host Publicity person for maximum media coverage**
- 2. Arrange network news interviews and national coverage**

NFDW Newsletter Editor
(Accountable to NFDW Board)

- 1. Print and mail “Call to Convention” in time to be received forty-five (45) days prior to the convention**
- 2. Publish Nominating Committee’s report in election years; include biographies of nominees in the “Call to Convention” issue**

Regional Directors
(Accountable to NFDW Board)

- 1. Assist State Presidents in getting delegates to the national convention**

2. **Hold regional meetings at convention**
 - a. **make arrangements, in advance, with CC for meeting room time, etc.**
 - b. **prepare agenda and plans, confirm with National President**

**EVERY State President
(Accountable to State membership)**

1. **Notify every club in the State thirty (30) days prior to convention**
2. **Act as Chair of the State's delegation or appoint a Chair who will bring the convention information back to the State for its members**

**Host State President
(Accountable to NFDW President and her State)**

1. **Send NFDW President notice of intent to offer bid as soon as approved by the State organization/site club**
2. **Work with all members who may assist in finding donors for momentos, souvenirs, small gifts (memo pads, pens, etc.) door prizes, refreshments for host hospitality room, etc.**
3. **Direct Recording Secretary to provide CC with an updated list of the State's federated Club Presidents and State Executive Board members**
4. **Encourage members to bring families and friends to convention (if State is hosting the convention)**
5. **Confer with NFDW President and make recommendations for CC when bid is made. Confer with and assist CC as necessary**
6. **Appoint Convention Treasurer in conjunction with CC**
7. **Assist NFDW Public Relations Chair, local publicity person, CC to achieve maximum media coverage**
8. **Assist CC and NFDW Resolutions Committee with courtesy resolution**
9. **Assist CC with sending NFDW President all information for convention call**
 - a. **dates, times, places**
 - b. **brief outline of program and participants, including specific directions to facility, parking, fees, etc.**
 - c. **deadlines for registration and cancellation**
 - d. **name, address, phone of Registration Chair and hotel information**
10. **Act as Chief Host to sign hotel contract as approved by the NFDW Executive Board**
11. **Assist CC with final report including recommendations to NFDW President and Board for effectuating the next convention**
12. **Write letters of thanks to hotel, all firms and individuals who contributed courtesies and program participants promptly.**