

ACET Policies and Procedures Manual

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ACET EXECUTIVE COUNCIL

The Executive Council is the governing body of the organization.

The Executive Council shall consist of:

- Officers:
 - President
 - President-Elect
 - Vice-President for Membership
 - Secretary
 - Treasurer
- Immediate Past President
- 20 Regional Directors
- 2 NAFEPA Representatives
- Parliamentarian

The Executive Council shall:

- A. approve or amend the budget of the Association
- B. determine the dates and places of all conferences and workshops
- C. make any necessary adjustments in the Constitution and By-Laws for compliance with the chartering laws of the State of Texas and the regulations of the Internal Revenue Service
- D. hire an Executive Director to tend to the daily operation of the Association
- E. authorize the appointment of special committees as necessary
- F. fill the office of President-Elect, Vice-President for Membership, Secretary, Treasurer and NAFEPA Representatives should a vacancy occur during the term.
- G. attend to the general business of the Association.

Meetings:

- A. The Executive Council shall hold at least one fall and one spring meeting each year. Special meetings may be called by the President. Additional meetings may be held at the discretion of the Executive Council.
- B. A majority of the voting members present at the Executive Council meeting shall constitute a quorum of the Executive Council so long as it is not less than twenty-five percent (25%) of the council membership.
- C. Except where contrary to mandates specified in the Constitution and By-Laws, Robert's Rules of Order (revised) shall govern all meetings of the Executive Council and of the Association.

ACET PRESIDENT

- Qualifications:** The candidate must be a member of the association and have served for at least two years in one or more of the following positions prior to being elected as President-Elect:
- ACET Vice-President for Membership
 - ACET Secretary
 - ACET Treasurer
 - ACET Regional Director
 - ACET Committee Chairperson
 - ACET Program Planning Committee member
- Term of Office:** 3 -year term of service:
- Year #1 role: ACET President-Elect
 - Year #2 role: ACET President
 - Year #3 role: ACET Immediate Past-President
- Term of Service:** The ACET President assumes office at the conclusion of the Fall Conference, after having served as ACET President-Elect for a year. At the conclusion of the next Fall Conference, the ACET President relinquishes authority and moves into the role of ACET Immediate Past- President.
- Overall role:** The ACET President's primary function is to provide guidance and direction for the Executive Council and for the organization. The ACET President is a member of the ACET Executive Council and is responsible for conducting all general meetings of the Executive Council

Duties:

- A. Work with the ACET Executive Director in conducting the business of the organization.
- B. Ensures that the ACET Executive Director, ACET Treasurer, and ACET President positions are bonded.
- C. Works with the ACET Executive Director to ensure an annual audit of the Association's finances is completed and the results are duly reported to the membership.
- D. Ensures an annual evaluation of the Executive Director is completed each year by the end of January. The evaluation will contain information gathered from the Executive Council.
- E. Work with the President-Elect to ensure that the conferences take place in an orderly manner.
- F. Appoint a Parliamentarian (a non-voting position)
- G. Serve as a member of the Program Planning committee

- H. Serve as an ex-officio member of all committees: Historical, Awards, Legislative, Scholarship, Registration and Past Presidents (not as a member of the Nominations/Elections committee)
- I. Select Committee Chairpersons for the following committees, who will serve for one year (or the conclusion of the next Fall conference):
 - Historical Committee
 - Nominations/Elections Committee
 - Awards Committee
 - Scholarship Committee
 - Registration Committee
- J. Appoint a Regional Director when a serving Regional Director is unable to complete the term of service, and the alternate director for that Region is unable to assume the role of Regional Director. The person appointed to complete the term of Region Director must be selected from ACET members that reside in that region
- K. Attend the following meetings as an official representative of the ACET organization:
 - Committee of Practitioners meetings
 - NAFEPA Conference with the NAFEPA Representatives

Procedures & Timeline:

October-November

1. Meet with ACET Executive Director to establish communication guidelines
2. Begin work on budget for next year with ACET Executive Director and Treasurer
3. Establish contact with Regional Directors, new Committee Chairpersons and new ACET Officers. Distribute the following to these leaders:
 - ACET Constitution and By-Laws
 - ACET Policies and Procedures
 - Contact information for Executive Council, Regional Directors and Committee Chairpersons
 - Schedule of meetings and events leading to the Spring conference
4. Get dates for Committee of Practitioners meetings, and attend the meeting as the new representative for ACET
5. Appoint new committee chairpersons, and have them appoint members for their committee.
6. Work with the chairperson of the Scholarship Committee to ensure information is out to the Regional Directors in a timely manner.

December

1. Train the new ACET President-Elect on setting up the planning for the Spring conference
2. Discuss any needed changes to the ACET Constitution and By-Laws and ACET Policies and Procedures Manual with the Past Presidents Committee

January

1. Assemble a list of members for all committees

2. Call a meeting of the Executive Council (in conjunction with the Program Planning committee meeting for the Spring conference, if possible), and establish an agenda for the meeting.
3. Assist the ACET President-Elect with creating planning documents for the Program Planning committee meeting

February

1. Continue to work with ACET President-Elect and ACET Executive Director on preparations for the Spring conference
2. Work with ACET President-Elect on seating arrangements for the Spring conference (if needed)
3. Ensure any changes to the ACET Constitution and By-Laws are posted to the ACET website at least 30 days prior to the Spring Conference.
4. Work with ACET Executive Director on registration information
5. Work with the Awards Committee chairperson to solicit information from general ACET membership on awards to be presented at the Spring Conference

March

1. Continue to work with ACET President-Elect and ACET Executive Director on preparations for the Spring conference
2. Make contacts with sponsors and exhibitors as needed
3. Follow-up on awards to be presented at the Spring Conference
4. Establish agenda for the meeting of the Executive Council at the Spring Conference
5. Work with the ACET Executive Director and ACET President-Elect to review finalize the conference program.

April-May

1. During the conference:
 - Visit the exhibitors and thank them for their support of ACET
 - Assist the ACET President-Elect with any conference-related issues
 - Check with the registration desk several times throughout the day to ensure everything is going smoothly
2. Post conference
 - Tabulate results of any surveys taken during the conference
 - Hold debrief session(s) with the ACET President-Elect, ACET Executive and Registrations Chairperson to determine what went well, and what changes need to be made prior to the Fall conference

June-July

1. Discuss any needed changes to the ACET Constitution and By-Laws and ACET Policies and Procedures Manual with the Past Presidents Committee

2. If needed, call a meeting of the Executive Council (in conjunction with the Program Planning committee meeting for the Spring conference, if possible), and establish an agenda for the meeting.
3. Assist the ACET President-Elect with creating planning documents for the Program Planning committee meeting
4. Check with Committee Chairpersons for updates on committee work
5. Work with Nominations/Elections Chairperson to ensure announcements for elections have been distributed and posted to the website in a timely manner.

August

1. Continue to work with ACET President-Elect and ACET Executive Director on preparations for the Fall conference
2. Work with ACET President-Elect on seating arrangements for the Fall conference (if needed)
3. Ensure any changes to the ACET Constitution and By-Laws are posted to the ACET website at least 30 days prior to the Fall Conference.
4. Work with ACET Executive Director on registration information
5. Work with the Awards Committee chairperson to solicit information from general ACET membership on awards to be presented at the Fall Conference

September

1. Continue to work with ACET President-Elect and ACET Executive Director on preparations for the Fall conference
2. Make contacts with sponsors and exhibitors as needed
3. Follow-up on awards to be presented at the Fall Conference
4. Establish agenda for the meeting of the Executive Council at the Fall conference

October

1. During the conference:
 - Visit the exhibitors and thank them for their support of ACET
 - Assist the ACET President-Elect with any conference-related issues
 - Check with the registration desk several times throughout the day to ensure everything is going smoothly
2. Post conference
 - Tabulate results of any surveys taken during the conference
 - Hold debrief session(s) with the ACET President-Elect, ACET Executive and Registrations Chairperson to determine what went well, and what changes need to be made prior to the Spring conference
3. Assume duties of ACET Immediate Past-President

ACET PRESIDENT-ELECT

- Qualifications:** The candidate must be a member of the association and have served for at least two years in one or more of the following positions prior to being elected as President-Elect:
- ACET Vice-President for Membership
 - ACET Secretary
 - ACET Treasurer
 - ACET Regional Director
 - ACET Committee Chairperson
 - ACET Program Planning Committee member
- Term of Office:** 3 -year term of service:
- Year #1 role: ACET President-Elect
 - Year #2 role: ACET President
 - Year #3 role: ACET Immediate Past-President
- Term of Service:** The ACET President-Elect assumes office at the conclusion of the Fall Conference. At the conclusion of the next Fall Conference, the ACET President-Elect relinquishes authority and moves into the role of ACET President.
- Overall role:** The ACET President-Elect serves as the chairperson of the Program Planning Committee and is the person primarily responsible for establishing set-up and content of the conference. The ACET President-Elect is a member of the ACET Executive Council.

Duties:

- A. Lead the Program Planning committee in setting up the Spring and Fall conferences.
 - B. Work with ACET President, ACET Executive Director in finalizing all details of the Spring and Fall conferences.
 - C. Work directly with the TEA representatives to ensure strong and viable presence of TEA staff at the Spring and Fall conferences.
 - D. Build working relationships with all members of the ACET Executive Council and Committee chairpersons in preparation for assuming role as ACET President
 - E. Serve as a member of the ACET Executive Council
 - F. Serve as a member of the Program Planning committee
 - G. Serve as an ex-officio member of the Past Presidents' Advisory committee
-

Procedures & Timeline:

October-November

1. Work with ACET President and ACET Executive Director to determine meeting dates for the Program Planning committee. Consult with ACET President and ACET Executive Director prior to asking anyone to join the Program Planning committee.
2. Select the Program Planning Committee members (see section on Program Planning Committee for details on members of the committee). Send list of committee members, and their contact information, to the ACET President and ACET Executive Director.
3. Send email to Program Planning committee members announcing dates, times and location.

December

1. Meet with ACET President for training on setting up the Spring conference. Receive sample documents to prepare for Program Planning meeting, including:
 - Sample agenda
 - Sample chart of rooms (including seating capacity)
 - Sample Presenter Proposal form
 - Sample Conference Overview and Daily Schedule
2. Work with ACET Executive Director to confirm meeting rooms and lodging arrangements have been finalized for the Program Planning meeting
3. Review draft budget for the Spring conference with the ACET Executive Director and ACET Treasurer
4. Obtain evaluation results from the Fall conference (to review at the Program Planning meeting).
5. Establish agenda for the Program Planning meeting
6. Send a reminder email about the Program Planning meeting to Program Planning Committee members. Attach the meeting agenda to the email

January

1. Work with the ACET President to plan for the first Program Planning meeting
2. Prepare for the Program Planning meeting:
 - Create chart of rooms available for the conference
 - Create rough draft of schedule for the conference
 - Prepare draft Presenter Proposal form
 - Prepare template for Conference Overview and Daily Schedules
3. During the Program Planning meeting, establish the following:
 - Conference theme
 - Assign member to secure entertainment,
 - Assign member to secure letters from governor and mayor
 - Presenter Proposal due date

- Possible speakers for the conference
4. After the Program Planning meeting:
- Work with the TEA representative to secure TEA speakers and presenters
 - Post conference theme and presenter proposal to ACET website
 - Establish task schedule with ACET Executive Director regarding deadlines for all aspects of the conference and program booklet

February

1. Follow task schedule established with ACET Executive Director
2. Continue to work with ACET Executive Director and ACET President to finalize all details of the conference, including presentations, schedule, and program booklet.
3. Prepare agenda for second Program Planning meeting
4. Receive Presenter Proposals. Compile master list of proposals, listing:
 - Presenter and affiliation
 - Topic of presentation
5. At second Program Planning meeting,
 - Presentation that will be used for break-out sessions
 - Presentations that will be used for General Sessions
 - Confirm entertainment
 - Confirm work on letters from governor and mayor
 - master schedule for conference (overview and daily schedules)
 - After second Program Planning-Meeting
6. Contact presenters that were selected to confirm acceptance
7. Contact presenters that were not selected
8. Provide weekly updates on progress of the conference and program booklet with the ACET Executive Director and ACET President

March

1. Follow task schedule established with ACET Executive Director
2. Continue to work with ACET Executive Director and ACET President to finalize all details of the conference, including presentations, schedule, and program booklet.
3. Schedule conference sessions and adjust as necessary.
4. Review draft program
5. Send out electronic version of program to Program Planning Committee members for review.
6. Provide weekly updates on progress of the conference and program booklet with the ACET Executive Director and ACET President

April

1. During the conference:
 - Troubleshoot conference issues

- Communicate any changes to the program booklet
 - Visit the exhibitors and thank them for their support of ACET
2. Post conference
 - Send thank you notices to presenters and their supervisors
 3. Participate in debrief session(s) with the ACET President-Elect, ACET Executive and Registrations Chairperson to determine what went well, and what changes need to be made prior to the Fall conference

May

1. Obtain evaluation results from the Spring conference (to review at the Program Planning meeting).
2. Establish task schedule with ACET Executive Director regarding deadlines for all aspects of the conference and program booklet
3. Review draft budget for the Fall conference with the ACET Executive Director and ACET Treasurer
4. Work with ACET Executive Director to confirm meeting rooms and lodging arrangements have been finalized for the Program Planning meeting
5. Work with the ACET President in preparing an agenda for the Program Planning committee meeting.

June

1. Send a reminder email about the Program Planning meeting to Program Planning Committee members. Attach the meeting agenda to the email
2. Prepare for the Program Planning meeting:
 - Create chart of rooms available for the conference
 - Create rough draft of schedule for the conference
 - Prepare draft Presenter Proposal form
 - Prepare template for Conference Overview and Daily Schedules
3. During the Program Planning meeting, establish the following:
 - Conference theme
 - Assign member to secure entertainment,
 - Assign member to secure letters from governor and mayor
 - Establish Presenter Proposal due date
 - Possible speakers for the conference
4. After the Program Planning meeting:
 - Work with the TEA representative to secure TEA speakers and presenters
 - Post conference theme and presenter proposal to ACET website
 - Establish task schedule with ACET Executive Director regarding deadlines for all aspects of the conference and program booklet

July

1. Follow task schedule established with ACET Executive Director
2. Continue to work with ACET Executive Director and ACET President to finalize all details of the conference, including presentations, schedule, and program booklet.

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3. Prepare agenda for second Program Planning meeting
4. Receive Presenter Proposals. Compile master list of proposals, listing:
 - Presenter and affiliation
 - Topic of presentation

August

1. At second Program Planning meeting, establish
 - Presentation that will be used for break-out sessions
 - Presentations that will be used for General Sessions
 - Confirm entertainment
 - Confirm work on letters from governor and mayor
 - Establish master schedule for conference (overview and daily schedules)
2. After second Program Planning-Meeting
 - Contact presenters that were selected to confirm acceptance
 - Contact presenters that were not selected
 - Provide weekly updates on progress of the conference and program booklet with the ACET Executive Director and ACET President

September

1. Follow task schedule established with ACET Executive Director
2. Continue to work with ACET Executive Director and ACET President to finalize all details of the conference, including presentations, schedule, and program booklet.
3. Schedule conference sessions and adjust as necessary.
4. Review draft program
5. Send out electronic version of program to Program Planning Committee members for review.
6. Provide weekly updates on progress of the conference and program booklet with the ACET Executive Director and ACET President

October

1. During the conference:
 - Troubleshoot conference issues
 - Communicate any changes to the program booklet
 - Visit the exhibitors and thank them for their support of ACET
2. Post conference
 - Send thank you notices to presenters and their supervisors
 - Participate in debrief session(s) with the ACET President-Elect, ACET Executive and Registrations Chairperson to determine what went well, and what changes need to be made prior to the Fall conference
3. Assume duties of ACET President

ACET IMMEDIATE PAST-PRESIDENT

- Qualifications:** The candidate must be a member of the association and have served for at least two years in one or more of the following positions prior to being elected as President-Elect:
- ACET Vice-President for Membership
 - ACET Secretary
 - ACET Treasurer
 - ACET Regional Director
 - ACET Committee Chairperson
 - ACET Program Planning Committee member
- Term of Office:** 3 -year term of service:
- Year #1 role: ACET President-Elect
 - Year #2 role: ACET President
 - Year #3 role: ACET Immediate Past-President
- Term of Service:** The ACET Immediate Past-President assumes office at the conclusion of the Fall Conference, after having served as ACET President for a year.
- Overall role:** The ACET Immediate Past-President's primary function is to lead the Past President's Committee in providing guidance to the ACET President and ACET Executive Council, and as a consultant to the ACET President.
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Duties:

- A. Work with ACET President, ACET President-Elect, ACET Executive Director in finalizing all details of the Spring and Fall conferences.
 - B. Meet with TEA representatives to ensure strong and viable presence of TEA staff at the Spring and Fall conferences as needed.
 - C. Maintain working relationships with all members of the ACET Executive Council and Committee chairpersons in preparation for assuming role as ACET President
 - D. Serve as a member of the ACET Executive Council
 - E. Serve as a member of the Program Planning committee
 - F. Serve as the chair of the Past Presidents' Advisory committee
 - G. When a vacancy occurs for the ACET Executive Director position, the Immediate Past-President leads the Past Presidents' Advisory committee in recommending and soliciting candidates for the position to the ACET Executive Council
-

Procedures & Timeline:

May - June

1. Work with ACET President, ACET President-Elect and ACET Executive Director to determine meeting dates for the Program Planning committee.

June - August

1. Chair the Past President's Advisory Committee to review the Constitution and By-Laws for possible revisions, and discuss other pertinent organizational issues.
2. Ensure any changes to the constitution or by-laws are posted at least 30 days prior to the conference.

October-November

1. Work with ACET President, ACET President-Elect and ACET Executive Director to determine meeting dates for the Program Planning committee.

January - March

1. Chair the Past President's Advisory Committee to review the Constitution and By-Laws for possible revisions, and discuss other pertinent organizational issues.
2. Ensure any changes to the constitution or by-laws are posted at least 30 days prior to the conference.

ACET VICE-PRESIDENT FOR MEMBERSHIP

- Qualifications:** The candidate must be a member of the association for at least two years:
- Term of Office:** Serves a 2-year term; elected in even-numbered years
- Term of Service:** The ACET Vice-President for Membership assumes office at the conclusion of the Fall Conference and serves for two years.
- Overall role:** The ACET Vice-President for Membership is primarily responsible for the recruitment and retention of members, and coordinating facilitators and session surveys for the conferences. The ACET Vice-President for Membership is a member of the ACET Executive Council.
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Duties:

- A. Recruit and coordinate facilitators for the conferences
 - B. Train session facilitators
 - C. Prepare facilitator packets, including evaluation forms
 - D. Monitor completion of the packets and surveys
 - E. Ensure surveys have been sent to the appropriate party to be tabulated
 - F. Work with the Executive Council in developing strategies to recruit new members and retain current members.
 - G. Serve as a member of the ACET Executive Council
 - H. Serve as a member of the Program Planning committee
-

Procedures & Timeline:

January

1. Prior to the meeting of the ACET Executive Council, review strategies to recruit new members and retain current members. Discuss these strategies during the meeting and focus on changes needed to improve membership.
 - Provide information on number of new members that joined during the past year
 - Provide information on number of returning members during the year

February

1. After conclusion of second Program Planning committee meeting:
 - Determine number of facilitators that will be needed (based on number of sessions)
 - Send email out to recruit facilitators for sessions
 - Assign facilitators to sessions

- Notify facilitators of the sessions they will be covering

March

1. Work with the ACET Executive Director to assemble information and forms for facilitator packets, including (follow task list):
 - Envelope
 - Label (title, location, time of session, facilitator name)
 - Signs ("Session Full" and "Session Full - Standing Room Only")
 - Facilitator Instruction sheet
 - Evaluation Forms
2. Two-to-three weeks before the conference, re-confirm assignments with facilitators

April

1. During the conference, check with registration desk several times a day to ensure:
 - Facilitators have checked into the conference and have picked up their packet
 - Facilitator packets have been returned at the conclusion of the session
2. Post conference:
 - Send thank you notes (or emails) to facilitators thanking them for their services
 - Ensure session evaluations have been collected and sent to tabulator

May

6. Obtain evaluation results from the Spring conference (to review at the Program Planning meeting).
7. Establish task schedule with ACET Executive Director regarding deadlines for all aspects of the conference and program booklet
8. Review draft budget for the Fall conference with the ACET Executive Director and ACET Treasurer
9. Work with ACET Executive Director to confirm meeting rooms and lodging arrangements have been finalized for the Program Planning meeting
10. Work with the ACET President in preparing an agenda for the Program Planning committee meeting.

August

1. After conclusion of second Program Planning committee meeting:
 - Determine number of facilitators that will be needed (based on number of sessions)
 - Send email out to recruit facilitators for sessions
 - Assign facilitators to sessions
 - Notify facilitators of the sessions they will be covering

September

1. Work with the ACET Executive Director to assemble information and forms for facilitator packets, including (follow task list):
 - Envelope
 - Label (title, location, time of session, facilitator name)
 - Signs ("Session Full" and "Session Full - Standing Room Only")
 - Facilitator Instruction sheet
 - Evaluation Forms
2. Two-to-three weeks before the conference, re-confirm assignments with facilitators

October

1. During the conference, check with registration desk several times a day to ensure:
 - Facilitators have checked into the conference and have picked up their packet
 - Facilitator packets have been returned at the conclusion of the session
2. Post conference:
 - Send thank you notes (or emails) to facilitators thanking them for their services
 - Ensure session evaluations have been collected and sent to tabulator

ACET SECRETARY

- Qualifications:** The candidate must be a member of the association for at least two years:
- Term of Office:** Serves a 2-year term; elected in even-numbered years
- Term of Service:** The ACET Secretary assumes office at the conclusion of the Fall Conference and serves for two years.
- Overall role:** The ACET Secretary is primarily responsible for recording the actions of the Executive Council and the Program Planning committee, and may be assigned to record actions of other committees as needed.
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Duties:

- A. Record minutes from each meeting of the ACET Executive Council
 - B. Record minutes from each meeting of the Program Planning committee
 - C. Submit minutes from each meeting to the ACET Executive Director within two weeks of the meeting.
 - D. Make corrections to minutes as needed
 - E. Bring copies of the prior minutes to the next meeting, to be distributed to committee members
 - F. Keep a file of minutes and auxiliary materials to each meeting as reference material for the committee
 - G. Serve as a member of the ACET Executive Council
 - H. Serve as a member of the Program Planning committee
 - I. Assist during conferences as needed
-

Procedures & Timeline:

1. Attend and take minutes at each ACET meeting (Executive Council Meetings, Program Planning Committee Meetings, Conference General sessions, and any other called meetings as needed).
2. Prepare and send the minutes to the ACET Executive Director and Officers within 2 weeks of each meeting.

ACET TREASURER

- Qualifications:** The candidate must be a member of the association for at least two years:
- Term of Office:** Serves a 2-year term; elected in odd-numbered years
- Term of Service:** The ACET Treasurer assumes office at the conclusion of the Fall Conference and serves for two years.
- Overall role:** The ACET Treasurer is primarily responsible for monitoring the ACET budgets and ensuring all required financial documents are filed in a timely manner.
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Duties:

- A. Submits budget recommendations to the ACET Executive Council and the ACET Executive Director.
 - B. Works cooperatively with the ACET Executive Director to ensure revenue and expenditures are accurate each month.
 - C. Ensures the ACET organization maintains at least \$150,000 fund balance at all times.
 - D. Works cooperatively with the ACET Executive Director annually to ensure all tax and audit forms are completed and submitted to the appropriate agencies.
-

Procedures & Timeline:

1. Conduct monthly review of financial statements.
2. Prepare budgets for review at the Executive Council Meeting and the Program Planning Committee Meeting.

ACET PARLIAMENTARIAN

Qualifications: Should be a member with good knowledge of Robert's Rules of Order, and a good working knowledge of past actions of the ACET organization by having served on the Executive Council a minimum of 2 years.

Term of Office: Serves a 1-year term

Term of Service: The ACET Parliamentarian is appointed by the incoming ACET President following the conclusion of the Fall conference

Overall role: The ACET Parliamentarian provides guidance on Robert's Rules of Order during ACET Executive meetings. The Parliamentarian also provides historical information to the ACET Executive Council in regards to past actions (and the reasons behind those actions). The ACET Parliamentarian is a non-voting position on the ACET Executive Council

Duties:

- A. Assure a quorum is present in the ACET Executive Council meeting before allowing the meeting to proceed.
- B. Advise the Council on points of order when needed
- C. Call for order, if needed
- D. Assure that changes to the Constitution and By-laws were posted 30 days in advance of the meeting
- E. Answer questions on points of order or history if required
- F. Know the Constitution and By-Laws well enough to answer questions
- G. Serve as a member of the ACET Executive Council
- H. Serve as a member of the Program Planning committee

Procedures & Timeline:

1. Attend each ACET Executive Board Meeting and ACET General Sessions to ensure order and provide procedural guidance.

NAFEPA REPRESENTATIVES

- Qualifications:** The candidate must have held the position of ACET President.
- Term of Office:** The two (2) NAFEPA representatives served staged 3-year terms.
- Term of Service:** Assumes office at the conclusion of the conference in which he/she is elected.
- Overall role:** Builds capacity of ACET on the NAFEPA board. Is a non-voting members on the ACET Executive Council.
-

Duties:

- A. Responsible for preparing agenda/talking points/surveys for Regional Director to use during the Regional Meetings for each conference.
 - B. Keep the ACET membership advised of all new and proposed educationally related legislative action at the state and federal level.
 - C. Attend the ACET and NAFEPA Conferences
 - D. Serve as the Legislative Committee Chairs
-

Procedures & Timeline:

ACET EXECUTIVE DIRECTOR

Qualifications: Past leadership experience with state and federal programs. Knowledge of conference and/or large staff development planning. Experience with the ACET organization is preferred.

Term of Office: Contract with annual evaluation

Term of Service: Assumes office based on the date of the contract offered.

Overall role: The ACET Executive Director is responsible for the day-to-day operations of the organization, including fiscal operations, conference functions (hotel and meeting room arrangements, registration, exhibitor, printing), communication with ACET members, website management, and other duties assigned by the ACET Executive

Council

Duties:

- A. Participate in all meetings of the Executive Council and the ACET Program Planning meetings.
- B. Make recommendations for administrative regulations and implementation of Association policies.
- C. Suggest dates for meetings and conferences, and negotiate contracts as needed.
- D. Organize, promote, and manage workshops and conferences.
- E. Prepare an annual budget and submit to the Executive Council for approval.
- F. Administer the budget as enacted by the Executive Council, acting at all times in accordance with the legal requirements and policies of the Association.
- G. Process all approved travel and expense invoices for the Association.
- H. Receive all monies due to the Association and deposit said funds in a bank approved by the Executive Council.
- I. Prepare financial reports to the Association at the annual conference and quarterly financial reports to the Executive Council.
- J. Disseminate all official Association correspondence including the Constitution and By-laws, the newsletter, legislative updates, and other material.
- K. Serve as custodian of all executive records for the Association.
- L. Maintain appropriate communication with Association membership.
- M. Work closely and maintain frequent contact with ACET officers in order to keep them informed of Association developments.
- N. Administer and monitor the ACET Scholarship awards.
- O. Ensure all tax and audit forms are completed and submitted to the appropriate agencies
- P. Perform other related duties as assigned by the Executive Council.

Procedures & Timeline:

ACET REGIONAL DIRECTORS

- Qualifications:** The candidate must be a member of the association
- Term of Office:** 2-year term of service. Regional Directors of even-numbered regions are elected in even-numbered years. Regional Directors of odd-numbered years are elected in odd-numbered years.
- Term of Service:** The ACET Regional Directors assumes office at the conclusion of the Spring Conference.
- Overall role:** Serves as the ACET liaison to members of his/her region. Responsible for disseminating information to members of the Region, leading region meeting at the ACET conferences, and supervising scholarship procedures for region members.
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Duties:

- A. Disseminates ACET information to members of the region.
 - B. Leads region meetings at the ACET Conferences
 - C. Supervises scholarship entries for the region, and ensure ACET Scholarship procedures are followed.
 - D. Recruit new members form the region
-

Procedures & Timeline:

October-November

- Create a mailing list of ACET members for the region
- Make initial contact with ACET Region members
- Actively Recruit new members from the region

December

- Distribute ACET and NAFEPA scholarship information to members in the region

January

- Attend meetings of the ACET Executive Council
- Send out reminders about ACET/NAFEPA scholarships
- Secure and organize scholarship review and score committee
- Remind region members about the ACET Spring conference

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- Receive and collect NAFEPA Scholarship applications
 - Distribute scholarships to be scored to scholarship committee
 - Receive score sheets, tally and determine scholarship applications to be mailed to the state ACET representative

February

- Receive and collect ACET Scholarship applications
 - Distribute scholarships to be scored to scholarship committee
 - Receive score sheets, tally and determine scholarship applications to be mailed to the state ACET representative

March

- Actively Recruit new members from the region
- Send-out reminders about the ACET Spring conference

April

- Attend ACET Spring Conference
 - Lead region meeting at the conference
 - Attend Executive Council meeting at the conference

May - June

- Update mailing list to include new members

July-August

- Distribute ACET and NAFEPA scholarship information to members in the region

August

- Actively Recruit new members from the region
- Send-out reminders about the Fall conference

September

- Actively Recruit new members from the region
- Send-out reminders about the Fall conference

October

- Attend ACET Fall Conference
 - Lead region meeting at the conference
 - Attend Executive Council meeting at the conference

COMMITTEE CHAIRPERSONS

AWARDS

- Appointed by the ACET President after the Fall conference.
- Serves at the pleasure of the ACET President, and reports to the ACET President on matters concerning the activities of the committee.
- Selects members to serve on the committee
- Committee membership is 3-5 members, with the ACET President being an ex-officio member of the committee
- Committee is responsible for obtaining awards on behalf of the organization, including (but not limited to): outgoing officers and regional representatives, speakers, retirees.

HISTORICAL

- Appointed by the ACET President after the Fall conference.
- Serves at the pleasure of the ACET President, and reports to the ACET President on matters concerning the activities of the committee.
- Selects members to serve on the committee
- Committee membership is 4-6 members, with the ACET President being an ex-officio member of the committee
- Committee is responsible for taking pictures during the Fall and Spring conference, preserving pictures and other historical documents related to the organization, and providing a written, updated history of the organization.

LEGISLATIVE

- The NAFEPA representatives serve as dual-chairpersons of this committee.
- Reports to the ACET President on matters concerning the activities of the committee.
- Selects members to serve on the committee
- Committee membership is 4-6 members, with the ACET President being an ex-officio member of the committee
- Committee is responsible for staying abreast of legislative programs that have an impact on compensatory program (state and federal), and preparing briefs for the ACET Executive Council and general membership

NOMINATIONS/ELECTIONS

- Appointed by the ACET President after the Fall conference.
- Serves at the pleasure of the ACET President, and reports to the ACET President on matters concerning the activities of the committee.
- Selects members to serve on the committee
- Committee membership is 4-6 members, with the ACET President being an ex-officio member of the committee
- Committee is responsible for coordinating the selection of candidates to run for office in ACET, and for monitoring the elections for these offices

PAST PRESIDENTS' ADVISORY

- The ACET Immediate Past President serves as the chairperson of this committee.
- Membership is comprised of Past Presidents of ACET, with the ACET President being an ex-officio member of the committee
- The committee recommends proposed changes/edits to the ACET Executive Council regarding the ACET Constitution and By-Laws, as well as to the ACET Policies and Procedures Manual
- When a vacancy occurs for the ACET Executive Director position, the committee recommends and solicits candidates for the position to the ACET Executive Council

PROGRAM PLANNING

- The incoming ACET President-Elect becomes the chairperson of this committee at the conclusion of the Fall conference.
- Serves at the pleasure of the ACET President, and reports to the ACET President on matters concerning the activities of the committee.
- Members are officers
- Committee membership comprised of the ten (10) ACET officers (President, President-Elect, Immediate Past President, Vice President for Membership, Treasurer, Secretary, Parliamentarian, Executive Director, and the two NAFEPA Representatives), a representative of the Texas Education Agency, and 9 other members chosen by the incoming ACET President-Elect (many of these are chosen to continue serving from administration to administration for the sake of consistency)
- Committee is responsible for planning and coordinating all aspects of the Spring and Fall conferences

REGISTRATION

- Appointed by the ACET President after the Fall conference.
- Serves at the pleasure of the ACET President, and reports to the ACET President on matters concerning the activities of the committee.
- Selects members to serve on the committee
- Committee membership is 4-6 members, with the ACET President being an ex-officio member of the committee
- Committee is responsible for coordinating all aspects of registering members for the Fall and Spring conferences, including soliciting workers and volunteers for registration, following/updating policies for registration, and training registration workers at the conference.

SCHOLARSHIP

- Appointed by the ACET President after the Fall conference.
- Serves at the pleasure of the ACET President, and reports to the ACET President on matters concerning the activities of the committee.
- Selects members to serve on the committee
- Committee membership is 4-6 members, with the ACET President being an ex-officio member of the committee
- Committee is responsible for choosing annual scholarships awarded on behalf of the organization (including nominations, selections and presentation of the scholarships)

PROCEDURES

CONFERENCE REGISTRATION

ACET Conference Registration Chairperson's Procedures

The ACET Conference Chairperson shall perform tasks months/days before conference, during pre-conference day, and during actual conference.

Months/days before conference, the Registration Chairperson shall:

1. Work with Conference Planning Committee to establish registration booth "open" times for upcoming conference.
2. Request volunteers from Conference Planning Committee and Regional Directors to assist with peak times for registration during conference and to help with assembly of conference bags during morning of Pre-Conference Day.
3. Obtain from Executive Director the contact information for registrants who designated during on-line registration that they would assist at registration booth; contact them for preferred time to volunteer.
4. Develop chart denoting times Registration is OPEN with volunteers' names denoting time of services.
5. Provide Registration Volunteer Sign-Up chart to President to use at General Meeting the night before conference to solicit any volunteers for specific peak times.
6. Prepare Registration Committee Meeting materials: Sign-In Sheet, Agenda, Booth Directions, supporting materials.

Pre-Conference Time at Hotel Registration Chairperson shall:

7. Meet with Executive Director the afternoon before Pre-Conference Day to:
 - a. Familiarize self with work room contents: supplies, program books, etc.
 - b. Obtain preprinted name badges.
8. Organize name badges:
 - i. Place name badges in file boxes, Alpha Order (A-L and M-Z for each Booth):
PRE-PAID. NOT PAID.
 - ii. Place name badges in file boxes, Alpha Order FOR: EXHIBITORS, TEA & PRESENTERS, ACET EXECUTIVE COMMITTEE
9. Prepare work area for assembly of conference bags to be assembled during morning of Pre-Conference Day.
10. Prepare Booth's Set-Ups: Directions/Procedures, materials/supplies for each booth: PRE-PAID, NOT PAID, ON SITE REGISTRATION, EXHIBITORS, TEA STAFF & PRESENTERS. (See: ACET Registration Booth Set Ups)

During Pre-Conference Day the Registration Chairperson shall:

11. Work with volunteers to assemble conference bags; take volunteers to lunch.
12. Hold Registration Committee meeting.

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13. Be available to move Booth supplies to designated areas as soon as rental booths are sent up to be used.
14. Be on duty at Registration Booths to answer any questions and to work the “NOT PAID” Booth on Pre-Conference evening.
15. Secure Registration Booth materials as prearranged with Executive Director before retiring for the evening.

During the conference, the Registration Chairperson shall:

16. Be on duty at Registration Booths to answer any questions of volunteers and to work the “NOT PAID” Booth.
17. Work with volunteers with movement of conference bags, etc. as needed.
18. Pack away supplies as they become unneeded: badge file boxes when downsized, etc.
19. Work with Executive Director and Secretary to clear up any questions for registration concerns.
20. Secure Registration Booth materials as prearranged with Executive Director before retiring for each evening.
21. Assist with packing and labeling materials at end of conference.

Registration Sample Agenda

Sign-In

Welcome – Thank you!

Objectives for Training –

- Provide consistency/accuracy of paperwork/records for conference registrants' payments/attendance
- Explain revised “ACET Conference Payment Receipt” and “ACET Conference Registration Update Form”
- Review booth procedures

Registration Area –

- Hotel – Plaza Level (Lower Level) of Renaissance Hotel
- Booths locations
 - Pre Paid (Built-in counters: A-L & M-Z)
 - NOT Paid (Free standing booth)
 - On-Site (Free standing booth next to NOT Paid)
 - TEA & Presenters Only (Free standing booth shared with Exhibitors)
 - Exhibitors (Free standing booth shared with TEA/Presenters)

Registration Booth Procedures –

- TEA & Presenters ONLY
- On-Site
- Pre-Paid
- NOT Paid
- Exhibitors

Documentation Concerns –

- Do not be rushed – complete all transactions carefully; Line can wait.
- Spiral notebook to provide notes for ACET office: situation concerns at registration, suggestions, etc.

Other Information –

- New Badge request (form on clipboard)
- Mobile app directions
- Exhibitors “Raffle Tickets”

Schedule Volunteer Times

Questions ?

ACET Conference Registration Set-Up Directions
EXHIBITOR'S BOOTH -

Materials/Set-Up prepared for Volunteers:

- List of Exhibitors with “Balance Due”/Paid denoted
- Name badge file box with exhibitor name badges in alpha order by Company (most exhibitors will have more than 1 company representative attending)
- Exhibitor Booth Assignment sheet (each exhibitor has an assigned booth number) and booth layout diagram
- Blank Conference Payment Receipts (ncr 2 page)
- Balance Due Confirmation sheet
- Tray to place ACET’s copy of the completed Conference Payment Receipt/ Balance Due Confirmation sheets
- Pens
- Exhibitor Ribbons, badge holder, lanyard, program books
- Established location/line for Exhibitor Registration

Directions/Procedures provided to Exhibitor’s Booth:

1. **Locate** exhibitor’s name on “Exhibitor List”. (Listed by **COMPANY** in **Alpha Order**)
2. **Verify** the exhibitor is a PAID exhibitor.
3. **For the exhibitors who have not pre-paid,**
 - Take** payment and document payment on a “Conference Payment Receipt” form.
 - Give** exhibitor the YELLOW or PINK copy.
 - Staple** the WHITE “Conference Payment Receipt” form to the “Balance Due Confirmation” sheet, then
 - Place** stapled paperwork in holding tray.
 - Place** check in money bag.
4. **For exhibitors who are PAID - (Pre-paid or on site payment) –**
 - Give** each company representative a name badge, holder/lanyard and Exhibitor ribbon. (Name badges are filed under **COMPANY** in **Alpha Order**)
 - ****ONE PROGRAM BOOK PER EXHIBITOR COMPANY******

NOTE: If there is **NOT** a badge for a company exhibitor, give them a blank badge to use. They may sign form requesting a new badge be printed for them during the day. Give them a badge holder/lanyard as well.

***** Hospitality Hour Raffle Tickets *** (Spring Conference Only)**

Those exhibitors who opted to participate in the Hospitality Hour Raffle Event are marked on the Exhibitor Booth Assignment Sheet. **Be sure to collect a \$50 gift card from the exhibitor – make sure their gift card is clearly marked with their company name. Place an “x” in the Gift Card Check-in column to document receipt of the gift card. You will then give the exhibitor an envelope with their company’s name containing raffle tickets to give out to attendees who visit their booths on (first**

day of Conference). The raffle tickets are double ticket stock (tickets are side-by-side) so exhibitor will give attendee one half of ticket and they will keep the other half (both parts of tickets have the same number). Company will turn in the tickets they keep to an ACET event person at the end of the hospitality hour just before the raffle ticket event starts. All unused raffle tickets (ones that were not given out to attendees) should be discarded.

****Exhibitors who have opted to participate are marked on the Exhibitor Booth Assignment sheet.**

****Exhibitors who are not participating **do not** receive raffle tickets.**

ACET Conference Registration Set-Up Directions PRE-PAID BOOTH -

Materials/Set-Up prepared for Volunteers:

- List of Pre-Paid Registrants in Alpha Order.
- A List of “registered but not paid” for cross reference.
- Registration Update Form
- Name badge file boxes with badges in alpha order divided into two sections: “A-L” and “M-Z”
- Pens, line markers (rulers)
- Ribbons for: Registration, Facilitator, Presenter, Past President
- Conference Bags with Program Book, lanyard, badge holder

Directions/Procedures provided to PRE-PAID Booth:

****** EACH PERSON MUST PICK UP HIS/HER OWN CONFERENCE BADGE. ******

1. **Locate** registered person’s name on the “Pre-Paid” list. (See: N1-N3 below.)
2. **Provide** listed registrant with his/her name badge from the “black badge box”.
3. **Give** registrant his/her name badge and tote bag.
(Tote bag contains the badge holder, lanyard, and Agenda book.)
4. **Provide** appropriate ribbons if registrant is a presenter, facilitator, or has another ribbon qualification (i.e. - Past President)
5. **Give** prepared “*Facilitator Packets*” to facilitators. (Post=it notes flag Badges for facilitators.)
6. **Write your initials** by the registrant’s name on the Pre Paid List indicating that
7. the registrant has received his/her conference materials.

NOTES:

N1. If person’s name does not appear on the “Pre-Paid” list, check to see if they are listed on the “Not Paid” list. If name appears on the “Not Paid” list, send person to the “Not Paid” Booth. (See: N3)

8.

N2. If person’s name is not on the “Pre- Paid” or “Not Paid” lists, send person to “On Site” Booth. (See: N3)

N3. If person is a substitute for another pre-paid registered person from their organization, have substitute complete the ACET Conference Registration Update Form. Substitute registrant does not complete a new registration. (Pull non-attending person's badge. Staple the non-attending registrant's BADGE to substitute's White copy of ACET Conference Registration Update Form. Place stapled paperwork in holding tray. Give copy of ACET Conference Registration Update Form to Substitute with a tote bag and a blank badge. Substitute may sign form requesting a new badge be made during the day.

**ACET Conference Registration Set-Up Directions
NOT PAID BOOTH -**

Materials/Set-Up prepared for Volunteers:

- List of NOT PAID Registrants in Alpha Order.
- (List of "PRE_PAID Registrants" for cross reference.)
- Balance Due Confirmation sheet
- Conference Payment Receipt
- Registration Update Form
- Tray to place ACET's copy of the completed Conference Payment Receipt/ Balance Due Confirmation sheets
- Name badge file boxes with badges in alpha order divided into two sections: "A-L" and "M-Z"
- Pens, line markers (rulers)
- Ribbons for: Registration, Facilitator, Presenter, Past President
- Conference Bags with Program Book, lanyard, badge holder

Directions/Procedures provided to NOT PAID Booth:

****** EACH PERSON MUST PICK UP HIS/HER OWN CONFERENCE BADGE. ******

1. **Locate** registrant's name on the "Not Paid" list. (See NOTES: N1 and N3 on back.)
2. **Pull up** registrant's "Balance Due Confirmation" sheet in the "Not Paid" file folder (accordion folder). (See NOTES: N2 on back.)
3. **Take** registrant's payment and **complete** an "ACET Conference Payment Receipt"
If the payment is a check/PO from an organization for more than one person, write names of individuals in the lower part of form for those sharing the same check or Purchase Order. Place a check by the names of ONLY those who are present and checking in with the person bearing the check/PO.
 - * **Show** registrant's payment source (Check, cash, PO) and amount paid.
 - * **Give** registrant payee the receipt copy (yellow or pink); **KEEP** the original WHITE (top/original) copy. **Make a copy for each person listed on lower part of form.**
 - * **Staple** the WHITE "Conference Payment Receipt" on top of each Registrant's "Balance Due Confirmation" paperwork; **place** stapled paperwork in holding tray for those who were present and are collecting their own badge/tote bag. (**Place the stapled**

forms for registrants not with payee back in the “Not Paid” accordion file folder until the registrant appears in person to collect his/her Badge/tote bag.)

* **Place** check/cash in the money box.

5. **After** accepting their payment or Purchase Order and given registrants a receipt, **give** each registrant his/her **name badge and tote bag**.
6. **Provide** appropriate ribbons if registrant is a presenter, facilitator or has another ribbon qualification (i.e. - Past President)
7. **Give** prepared “*Facilitator Packets*” to facilitators. (**Post=it notes tag facilitator badges.**)
8. **Write your initials** by the registrant’s name(s) on the Not Paid List indicating that the registrant has paid and has received his/her conference materials.

NOTES:

- N1.** If person’s name does not appear on the “Not-Paid” or “Pre-Paid” lists, they must be processed through “ON-SITE” Booth unless they are a substitute. (See NOTES: N3 below.)
- N2.** If they do not have a check from their organization they **MUST** provide an **official copy** of their district purchase order reflecting name of attendee(s) and the correct amount of their conference fee, **OR they must provide payment in the form of a personal check or cash. (No credit/debit cards.)**
- N3.** If person is a substitute for another registered Not-Paid person from their organization, have them complete the ACET Conference Registration Update Form. **Substitute registrant does not complete new registration. (Pull non-attending person’s “Balance Due Confirmation Form” and badge. Staple substitute’s White copy of ACET Conference Registration Update Form together with the original registrant’s Balance Due Confirmation Form and BADGE. Place stapled paperwork in holding tray. Give copy of ACET Conference Registration Update Form to Substitute with a tote bag and a blank badge. Substitute may sign form requesting a new badge to be made during the day.**

**ACET Conference Registration Set-Up Directions
ON SITE REGISTRATION BOOTH -**

Materials/Set-Up prepared for Volunteers:

- Conference Registration Form
- Conference Payment Receipts
- Tray to place ACET’s copy of the completed Conference Payment Receipt
- Name badge forms
- Pens, line markers (rulers)
- Ribbons for: Registration, Facilitator, Presenter, Past President
- Conference Bags with Program Book, lanyard, badge holder

Directions/Procedures provided to ON SITE REGISTRATION Booth:

1. **Give** on-site registrant an “On-Site Registration” form to complete.
3. **Take** completed form and payment (See **NOTE** below.)
4. **Complete** “Conference Payment Receipt” – give registrant **YELLOW** or **PINK** copy; keep **WHITE** copy.
5. **Staple** On-Site Registration form to the **WHITE** original Conference Payment Receipt and place in holding tray for computer registration processing.
6. **Give** registrant a tote bag and a blank badge. Registrant may request a badge to be made during the day by placing name on sign-up sheet for a badge.

******NOTES:**

N1. If they don't have a check from their organization they **MUST** provide an **official copy** of their **district purchase order** reflecting name of attendee and the correct amount of their conference fee, **OR** they must provide payment in the form of a personal check or cash. (No credit or debit cards.)

ACET Conference Registration Set-Up Directions
TEA STAFF & PRESENTERS BOOTH

NOTE: This booth is for TEA Staff and persons who are Presenter “Only”. These persons are not registered for conference.

Materials/Set-Up prepared for Volunteers:

- *Name badge file box with badges in alpha order by group: TEA , Presenters
- *Ribbons (TEA, Presenter), badge holder, lanyard, program books

Directions/Procedures provided to TEA STAFF & PRESENTERS ONLY Booth:

1. **Locate** presenter's badge in file box:
 - * For TEA staff who do not have a prepared “name” badge, give him/her a generic “TEA Staff” badge that has been pre-printed.
2. **Provide** each presenter with a name badge, holder/lanyard, and “Presenter” ribbon.
 - * Provide TEA staff with “TEA STAFF” ribbons.
3. **Give** presenters one conference program per organization.

Volunteer Schedule – Sample 1

ACET Fall Conference – 2014 Corpus Christi, Texas
Registration Booth

Time	Pre-Conference Tuesday October 7, 2014	Day 1 Wednesday October 8, 2014	Day 2 Thursday October 9, 2014
7:00 – 8:00 am	Registration Badge Preparation (Partnership Boardroom)	Eileen Lytle Gilbert Rodriguez Carolyn Gordon Daisy Modesto Crystal Hernandez	Eileen Lytle Rose Valderaz
8:00 – 9:00 am	Registration Badge Preparation	Eileen Lytle	Eileen Lytle
10:00 – 11:00 am	Registration Badge Preparation	Eileen Lytle	Eileen Lytle
11:00 am – 12:00	Conference Tote Bag Preparation (Partnership Boardroom)	Eileen Lytle	Eileen Lytle
12:00 – 1:00 pm Partnership Boardroom	Conference Tote Bag Preparation	Eileen Lytle	Eileen Lytle
1:00 – 2:00 pm	Freeman Registration Booth Setup	Eileen Lytle Shelley McDowell	Eileen Lytle
2:00 – 3:00 pm	Registration Meeting (Matagorda Room)	Eileen Lytle	Eileen Lytle
3:00 – 4:00 pm (3:30 Thurs.)	Elections Meeting (Copano Room)	Eileen Lytle Brenda Smith (3:30)	Eileen Lytle
4:00 – 5:00 pm	Past Presidents – Meeting (Matagorda Room)	Eileen Lytle Brenda Smith	
5:00 – 6:00 pm Legislative Committee Meeting Matagorda Room	Eileen Lytle Carolyn Washington Robin Ross Carolyn Gordon		
6:00 – 7:00 pm Dinner – Exec.Council, etc.	Eileen Lytle, Michael Welch		
7:00 – 8:00 pm Executive Council Meeting	Eileen Lytle Jamie Bryson		

Volunteer Schedule – Sample 2

2015 Spring Conference Registration Booth Volunteers

Pre-Conference	1	2	3	4
5:00-6:00 PM				
6:00-7:00 PM				
7:00-8:00 PM				
8:00-9:00 PM				
Day 1	1	2	3	4
7:00-8:00 AM				
8:00-9:00 AM				
9:00-10:00 AM				
10:00-11:00 AM				
11:00-NOON				
NOON-1:00 PM				
1:00-2:00 PM				
2:00-3:00 PM				
3:00-4:00 PM				
4:00-5:00 PM				
Day 2	1	2	3	4
7:00-8:00 AM				
8:00-9:00 AM				
9:00-10:00 AM				
10:00-11:00 AM				
11:00-NOON				
NOON-1:00 PM				
1:00-2:00 PM				
2:00-3:30 PM				

TRAVEL REIMBURSEMENT

Covered Expenditures

The Officers, Regional Directors, Committee Chairpersons, and Committee Members will be reimbursed for limited expenses that are not covered by their districts/employers. The items and amount of reimbursement will be as follows:

1. All expenses for special meetings utilizing the fee structure found in Section 2 of this section and which are not covered by their districts or employers.
2. All expenses involved in providing information to regional members and potential members (not to exceed \$100 in a one-year period without prior permission from the President).
3. All expenses involved in hosting regional meetings, which are not covered by the district and/or employer (not to exceed \$50 in a one-year period without prior permission from the President).

Fee Reimbursement Structure

Officers, Regional Directors, Committee Chairpersons, and Committee Members should first try to pay for their expenses utilizing any district/employer funds that they may have available. If no district/employer funds are available or are limited, then Officers, Regional Directors, Committee Chairpersons, and Committee Members will be reimbursed utilizing the fee structure that follows:

1. No expenses will be paid for meetings connected with conference dates without prior approval by the President.
2. Hotels for non-conference meetings: state rate (unless approved by the President) for the nights that they must be at the meeting site. Whenever possible, members should try to arrive the morning of the meeting and leave the same day.
3. Airplane tickets for non-conference meetings: 21-day advance rate (unless approved by the President) or at a rate that would be less than the 21-day rate.
4. Rental car/shuttle/taxi for non-conference meetings: the organization will pay for whichever is the least costly, unless approved by the President. If the hotel provides free shuttle service, it should be utilized.
5. Parking for non-conference meetings: the organization will pay the actual cost of parking for the number of days the member is at the meeting. The organization does not pay for valet parking without approval of the President.
6. Mileage for non-conference meetings: the organization will pay mileage at the current rate approved by federal guidelines. Mileage will be paid to the airport or to the meeting site if mileage is the cheaper of the costs.
7. Per diem rates for non-conference meetings: based on state per diem rate.
8. Incidental expenses: must be approved by the President.