

Convention & Interclub Relations Committee

Composition: 1 - 3 outgoing members. Preferably past convention attendees

INTRODUCTION

For committee chairperson

As the committee's leader you have a dual responsibility:

To the club...your responsibility is to plan and execute a year's program of operation for your committee's function.

To the committee member..your responsibility is to include him or her in the planning and execution of the committee's function.

Keep in mind:

- All members are volunteers.
- Volunteers will willingly do that which they like and want to do, if they have participated in the planning.
- Members serve on a committee of their choice.
- A club is run by its committees.

If as chairperson you come to the meeting with YOUR program set, the planning done, and ready to tell everyone what they are to do, you WILL have problems. People don't like others doing their thinking for them.

If instead, you come to the meeting with a few ideas and ask for their comments and suggestions, the committee members will lock into a common effort they have helped plan.

Setting up your meetings

- Call the meeting at a time and place convenient for the members with advance notice. Notify the president.
- Call and remind the members the day before the meeting.
- Have an agenda with supporting materials.
- Lead the discussion; ask questions; listen; encourage participation from everyone.
- Summarize the discussion.
- At the end of the meeting prepare a *Report of Committee Chairman Form 1144* and give it to the secretary and president at the next club board meeting. Be sure to include hours expended since the last report. This will help your president be more accurate when the charitable giving form needs to be completed.

- Continue to meet regularly.

First meeting's agenda

Your first meeting will set the tone for the rest of the year. At this time:

- Review what the committee is about.
- Committee members review the past year's functions and make a restatement of its responsibilities. You'll need to put this on your *Committee Information Sheet*.
- The committee makes plans and sets dates for the year.
- Decide when and how often the committee needs to meet.
- The committee considers its budget needs and has this ready for the first board meeting.
- Prepare a *Report of Committee Chairman Form 1144*, and give it to the secretary and president at the next board meeting.

Committee members' participation

The habit of attending and participating in committee meetings needs to be encouraged by the committee chairperson. Regular participation in committee meetings will keep the member active in other club functions. Non-attendance at committee meetings may cause loss of interest in other club functions and the member may drop out. National reports show that 90% of dropped members were in a club less than three years, with the peak occurring at eighteen months. Many of these members were never assigned to or attended committees; they never felt a part of the club. You are vital in keeping members active and interested. Call them; bring them to the meeting; let them know they and their input are important.

Sometimes a committee member doesn't follow up on a task that the individual accepted. Remind the member in a kind, diplomatic way that when a job is not done, all in the chapter are affected. The committee is only as effective as its members.

Committees are the backbone of your club. A successful committee year, due to your efforts, can insure a successful club year.

CONVENTION & INTERCLUB RELATIONS

The purpose of this committee is to encourage and promote as large a club participation as possible at district Board meetings, district social and sporting events, regional and national conventions.

One of the big privileges of belonging to an AMBUC Chapter is the opportunity to broaden one's acquaintance and make many new friends in the community. This committee's responsibility is to extend that opportunity first into the other clubs at district meetings, then into the Region at fall conventions, and finally across the nation at the national convention.

Some district activity is centered around sporting events such as golf tournaments and softball games, followed by a picnic social, with spouses included; bus trips to Big League games; all-day socials at the races followed by a dance. These are just a very few of the ideas that have been successful.

To work up such programs, the chairman from each club in the district meet at a central location to exchange ideas and make plans. Challenges usually develop from such meetings and this heightens the interest, the activity and attendance. A word of caution here....to get the best attendance, costs must be kept in line and the functions made self-supporting. Too elaborate and too expensive plans will keep the uninitiated from attending, and it is they whom you want there. Long-range planning with much advance publicity as well as follow-through by the committees are necessities for successful inter-club parties and sporting events.

Fall regional conventions usually consume a three-day weekend of travel beginning early on Friday to get to the convention site by noon to participate in a golf tournament. The schedule usually begins with a social Friday evening and with business meetings on Saturday for the AMBUCS, while the spouses have special activities planned. Social activities at a Banquet and dance Saturday evening are followed by travel home on Sunday.

After a long summer with the kids, a relaxing weekend in the fall is appealing. The committee's job is to get as many delegates present for this weekend as possible. Going with a large delegation is fun, but in turn the group has to be warned not to just stay in their group but to make every effort to break out, thus getting acquainted with others. As one meets and makes friends with other AMBUCS and their spouses, the circle of acquaintances increases and before long this AMBUC family would not miss such functions.

Most families that attend national conventions tie this travel into their normal summer vacation plans. Since national convention sites are spread about the country, the whole family gets to see parts of the United States they might never have seen had they not come to the annual convention.

National conventions are planned for the entire family with separate as well as joint programs for AMBUCS, spouses, teens, juniors, and tots. Usually national conventions begin on Wednesday at dinner and end on Saturday with the president's banquet and ball. Business sessions for the AMBUCS are not only entertaining, but also educational. Here the national officers are elected and AMBUCS from across the land participate in the running of their Association.

Getting a large delegation to attend from your club is this committee's responsibility. Several clubs take 15 to 20 families, then take over whole floors in the hotel or motel. Yes, they have fun.

Because attending conventions is not inexpensive, every club must have a convention fund either budgeted into the club's general fund or a separate fund which may be raised through raffles, garage sales, etc. Such funds evenly divided among those who can attend may amount to only \$150 to \$200 for each delegate, but it may well make the difference between whether a family can or cannot go. Some clubs consistently budget from \$1500 to \$2000 for their convention fund.

A club also may budget a portion of their project fund (not to exceed 15% per the IRS) to send delegates to conventions. The IRS recognizes the importance of continued training for new officers. Each year the club's president-elect should agree to attend the national convention before accepting the office of president. It is invaluable training for them, not to mention the fact that it adds a dimension of enthusiasm which brings them back to the club a more dedicated leader determined to have a good year.

Though the president-elect is expected to be present, don't use all of the available convention funds just for them because the club wants to send them "first class." Be equitable, but don't go overboard. Do divide up the available funds and get as many present as possible.

Getting to the national convention and winning awards for your club is what it is all about. The advice one district governor gave to a new club was, "Never fail to be represented at district, regional and national functions and you will have a successful club."

