



ROCKY MOUNTAIN CHAPTER
Society of Government Meeting Professionals

Policies and Procedures Manual

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Rocky Mountain Chapter
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Introduction

Purpose of the Manual

Smooth, Cohesive, Seamless Transitions

The purpose of this manual is to provide information to the general membership of the Rocky Mountain Chapter and to provide a roadmap for new incoming Board members. New Board members serve as a liaison, chair or co-chair and/or have other duties. It will be helpful for the new committee chairs to have an idea of what is expected and when things need to be done. The manual also serves as a means to let new members know what the various committees' duties are so that they can choose a committee on which they would like to serve.

Updates to the manual will be provided as needed. Any questions regarding the manual should be directed to the Chapter President or Chapter Secretary.

History

SGMP's History and National Operations

The Society of Government Meeting Professionals (SGMP) is a not-for-profit professional organization comprised of government meeting planners, contract planners, suppliers and associate suppliers.

Sam Gilmer conceived the idea of a government meeting planner organization. As a government planner with the Department of Health and Human Services, Mr. Gilmer's goal was to improve negotiations between government agencies and the hospitality industry to facilitate conducting cost-effective government meetings. The initial organizational meeting took place in October 1981 with 70 planners and 20 suppliers in attendance. Mr. Gilmer, Dave DuBois, Sales Manager of the Sheraton Washington and Jim Horvath, Meeting Professionals International Chairman of Chapters and Membership, were three of the 90 people present and instrumental in the founding of SGMP. Unfortunately, Mr. Gilmer passed away before his dream came to fruition. The Society's highest honors, Supplier of the Year and Planner of the Year, are named after Mr. Gilmer.

Originally located in Washington, D.C., the organization operated with one Board and a nationwide membership. The first Chapter (Chicago) chartered in 1985 followed by Pacific Northwest, Colorado (now Rocky Mountain) and the Heart of Illinois Chapters.

The National organization and all Chapters traditionally have a nine-member Board consisting of a President, two Vice Presidents, Secretary, Treasurer, three Directors and an Immediate Past President. However, at their discretion, Chapters may or may not have an Immediate Past President on their Board.

As of 2015, there are 29 chapters across the United States.

Rocky Mountain Chapter History

MILE HIGH CITY – THE THIRD SGMP CHAPTER

The following information was taken from the SGMP National Newsletter, December 1985:

On Monday, October 21, 1985, the new Colorado Chapter of SGMP was installed by National President, Bob Driscoll, at the Brown Palace Hotel in Denver. The Denver Inn hosted the evening. Roger Smith, President, Denver & Colorado Convention and Visitors Bureau, was the Emcee.

The Chapter was installed with 22 members and was attended by a total of 65 people. Bob Driscoll presented a plaque to the incoming President, Virginia Burns, of the Environmental Protection Agency.

The two people most instrumental in starting the Chapter are Becky Ellis, Governor's Court Hotel, and Elly McFadden, Radisson Hotel Denver. Elly served as Acting Chair until the election. Bob Driscoll commended the Colorado group for putting the Chapter together in a span of just four months.

The original name of the Chapter was the Colorado Chapter, although once in a while it was referred to as the Denver Chapter in the National Newsletters.

In November 1998, the Chapter changed its name to the Rocky Mountain Chapter to reflect more of its encompassing states of New Mexico, Utah and Wyoming.

An archive of Chapter History is maintained by the History Committee. The Rocky Mountain Chapter History document can be found on the website. Go to www.sgmprockymtn.com

Code of Ethics

Because we recognize that government planners and the hospitality industry are companion functions within the meeting planning field, and

Because sound price, cost-effective transactions must be mutually profitable, and

Because cooperation between government meeting planners and suppliers will reduce the cost of meetings with consequent benefits to the hospitality industry and to the national economy as a whole.

We, therefore, subscribe to the following standards of professionalism in the relationship between government meeting planners and suppliers and within the industry as a whole.

1. To avoid misrepresentation in all business dealings, recognizing that permanent business relations on a professional level can be maintained only on a basis of HONESTY and fairness.
2. To buy and sell on the basis of value, recognizing that value represents that combination of quality of service and price, which assures the greatest ultimate economy to the user.
3. To respect obligations incurred and neither expresses nor implies a performance, which you cannot reasonably expect to fulfill.
4. To adjust and settle disputes on the basis of facts and fairness only.
5. To recognize that CHARACTER is the greatest asset in commerce, and to give it consideration in all business transactions for the betterment of the profession.
6. To avoid statements tending to injure or discredit and to divulge no information acquired in confidence with the intent of giving or receiving an unfair advantage in a competitive business transaction.
7. To provide, accept or demand no gifts or entertainment in the guise of sales expense, where the intent or effect is to unduly influence the recipients in favor of the donor, and to renounce all forms of commercial bribery.
8. To strive consistently for EDUCATION and growth of KNOWLEDGE within the profession.
9. To counsel (mentor) and to accept counsel from colleagues whenever the occasion permits, in the furtherance of the profession, as well as the Society.
10. To not use the Society or allow the Society to be used for overt commercial or personal purposes.

SGMP Mission & Objectives

SGMP's mission is to enhance the knowledge and expertise of government meeting professionals. Our objectives are to improve the quality of, and promote the cost-effectiveness of, government meetings. SGMP is the only national organization in the U.S. dedicated exclusively to government meetings. SGMP delivers our membership value of education, resources and networking to our 3,000 members and through 30 chapters nationwide.

Expand Your Expertise

Bylaws

All Chapters are governed by the National Bylaws.

Rocky Mountain Chapter 2014-16 Board Vision Statement

We are committed to providing members with quality educational programs and partnering opportunities, empowering members to be successful in their field.

Chapter Board

Accountability of the Chapter Board

Members who express an interest to run for the SGMP Rocky Mountain Chapter Board of Directors should obtain support from their employer. Each Board member is asked to agree to the following requirements that must be performed to the satisfaction of the entire Board. If a Board member finds that he/she cannot perform the following required duties of the office, it is recommended that the individual resign.

All Board Members are required to comply with the following:

- Have the full support of their agency/company as such that they are able to commit to time out of the office to perform Board duties. This includes 12 board meetings (one each month), and one summer Strategic Planning Retreat. All Board members are encouraged to attend the SGMP National Education Conference and the Chapter's Fall Education Conference.
- Uphold the SGMP Code of Ethics.
- Comply with and adhere to the SGMP Bylaws.
- Be responsible and accountable for Board duties.
- Arrive promptly at the designated time for Board meetings.
- Attend, if possible, all chapter monthly educational programs.
- Remain at the Board meeting for its duration.
- Serve as liaison for and/or have oversight of a Chapter committee.
- Be prepared to provide applicable committee report(s) at each board meeting.
- Read and respond to emailed minutes within three days of receipt.
- Read and respond to emails marked ACTION within two days of receipt.
- Three consecutive or unexcused absences from Board and monthly Chapter meetings (without prior permission from President or chain of command) will result in the mandatory resignation of the Board member.
- Promptly respond to other Board members communications whether by phone, e-mail, or fax.
- As liaison, submit committee reports/articles to newsletter chair and/or editor by the deadline(s).
- Ensure recognition of all committee members at annual Chapter event.
- Support and promote Chapter membership, recruitment and retention efforts.
- No Officer or Director shall serve more than ten years in an elected and/or appointed position.
- No Board member may serve more than four years in any one Board position.
- Assist with the transition of new Board members by arranging for a transition meeting with the incoming Board members. This meeting is to be held no later than May 31 of each even year.

All Chapter Board positions must comply with SGMP National Policies and Procedures.

In addition, the Chapter has adopted procedures for the following Board positions:

President

- Submit a list of the incoming and continuing Chapter officers, directors and committee chairs to National Headquarters by June 15 of each year.
- Draft and distribute Board meeting agendas.
- Draft and distribute email News Blasts of information to Chapter members.
- Distribute quarterly newsletter to Chapter members, National Board, Headquarters and all Chapter Presidents.
- Present host properties with a thank you token at monthly Chapter meetings.
- Check mail and email and distribute to appropriate Board members and committee chairs.
- Monitor all Board and committee activities.
- Produce and send in monthly Chapter reports to National by deadline of the tenth of each month.
- Monitor Board reports for compliance with National.
- Inform Chapter members of National activities and announcements. Oversee committees and Board adhering to deadlines.
- Oversee Board meetings and conduct them in accordance with Roberts Rules of Order (revised).
- Draft for Board review a Chapter membership survey at least once per year. Post survey on the Chapter's website and solicit responses.
- Prepare State of the Chapter presentation yearly to inform Chapter members of the successes and challenges.
- Attend and participate in National meetings, conference calls and events representing the Chapter leadership.
- Review and revise Policies & Procedures Manual, with the Secretary, as needed.
- Monitor the Chapter budget in conjunction with the Treasurer.
- Be responsible for Chapter bank account and debit card, in conjunction with the Treasurer.

Secretary

- Take minutes for each Board meeting.
- Minutes should follow the format approved by the National Board and Roberts Rules of Order.
- E-mail draft minutes to President within one week after meeting date for review.
- E-mail revised minutes to Board members for review prior to next Board meeting.
- Revise Policies & Procedures Manual in conjunction with the President, as needed.

- Send special greeting cards to members or their families for various situations such as sickness, death, weddings, birth announcements, retirements and congratulations.
- Mail thank you cards to host properties within in 5 days of Chapter meetings.

Treasurer

- Serves as the Fundraising Chair.
- Attend and participate in National meetings, conference calls and events representing the Chapter.
- Keeps all records pertaining to income and expenses and keeps all funds in a checking account. Under no circumstances may any member borrow funds from any SGMP account.
- Collect funds at Chapter meetings from Hospitality Committee chair/representative with monetary report, or ask the President to do so.
- Create a report of funds collected at Chapter meetings and send to the Board.
- Deposit all funds collected as soon as possible, or ask the President to do so.
- Attach deposit slip to monetary report for meetings or check stub pertaining to deposited amount. Keep in notebook for audit purposes.
- Email the Treasurer's Report to the Board at least 24 hours prior to monthly Board meetings.
- Review Treasurer's Report and share notebook at each Board meeting.
- Copy Board on Budget Report (expenditures and revenues to date) and Bank Statement submitted to National Headquarters before the 10th of each month.
- Pay vendors in a timely fashion.
- Balance the checking account on a monthly basis.
- Share duties of checking the Chapter's mail with the President. Provide end-of-year report to National Headquarters by the deadline.
- Prepare an annual revenue and expense budget prior to the start of the fiscal year.
- Pay amount requested for National Education Conference to SGMP Headquarters by deadline.
- Invoice Chapter Meeting no shows.
- Create invoices for newsletter advertisers as directed by Newsletter Chair.
- Create invoices for website hotel banners as directed by website contact.
- Secure and maintain debit card processing account.
- Coordinate with SGMP Headquarters to complete annual tax return.
- Newly elected Treasurer attends training at National Headquarters.
- Checks
 - The Treasurer and President shall have the authorization to sign checks.
 - Checks made payable to individuals for anticipated expenses must be returned if not used.

- A receipt for all purchases, along with a completed reimbursement form, must be submitted to the Treasurer to request a reimbursement.
- Requests for checks should be submitted at a Board meeting. Any requests outside of these times should be made directly to the Treasurer with a copy to the President.

First Vice President

- Serve as Program Committee liaison.
- Fill in for the President at all Chapter meetings in his/her absence.
- Assist the webmaster in maintaining and updating the Chapter website for monthly education meetings descriptions and meeting attendance reports.
- Create and distribute chapter meeting evaluations.

Second Vice President

- Serve as the membership Chair liaison.
- Attend/participate in National meetings and conference calls.

Directors

- All Directors serve as a committee liaison.
- Assist the Board in projects as needed/requested.

Annual Strategic Planning Retreat

In order to continue providing direction to the Chapter, all Board members are required to attend an annual Strategic Planning Retreat at which time the goals may be reviewed and revised as needed. In addition, each Board member is required to sign an SGMP Board of Directors Code of Ethics, which is submitted to SGMP Headquarters. The Planning Strategic Planning Retreat usually takes place in July. All Chapter members are invited to attend the planning retreat to provide input and ideas for the coming year.

Board Meetings

Chapter Boards are required to hold 12 meetings each fiscal year. As a rule, Chapter Board meetings are to be face-to-face meetings. However, up to three of those meetings each fiscal year may be held by conference call, should conditions ever warrant such an exception.

Per SGMP National Bylaws an Officer or Director may be removed after the third consecutive absence or third non-excused absence per fiscal year from scheduled Chapter Board meetings.

SGMP National defines an excused absence as one where the Chapter President or Chapter Secretary has confirmed receipt of a request for an excused absence from a Board member at least four hours prior to that Chapter Board meeting that is due to a personal illness or hospitalization or to the illness or hospitalization of an immediate family member. (If the Chapter President or Chapter Secretary is requesting the absence, the confirmed receipt shall be received by the Chapter First Vice President.)

SGMP National defines an immediate family member as the Chapter Board member's father, mother, sibling, child, spouse, domestic partner, mother-in-law, or father-in-law.

Any exceptions to this definition of an excused absence shall only be allowed as excused by a majority vote of the Chapter Board.

The Chapter Board may request with a majority vote (within seven days of the request to be excused from the meeting) that the Chapter President or Chapter Secretary receive a doctor's note regarding the absence. (If the Chapter President or Chapter Secretary had requested the absence, the requested doctor's note shall be received by the Chapter First Vice President.)

Business Plan

The Chapter Business Plan document is reviewed, revised and/or updated at the Annual Strategic Planning Retreat. This is an active working document that is reviewed and updated at each monthly Board Meeting.

Policies and Procedures

The President and Secretary convene when appropriate to make changes to the Chapter Policies and Procedures Manual. All changes to the Policies and Procedures Manual must be approved by the Board.

Changes to the Policies and Procedures Manual may be required when a new committee is constituted or when structural changes require that the Manual be updated.

Chapter Committees

Serving, Networking, Mentoring, Growing

Committees offer members an opportunity to help make the organization successful, and also to provide an opportunity for personal growth for members. By sharing their knowledge and experience, committee members mentor new planners and suppliers, and at the same time, learn more about the meetings industry and build relationships. New members are encouraged to join a committee. Suggestions are always welcome. This section gives descriptions of the committee categories and their responsibilities. Committee responsibilities specific to Chapter meetings are included in the Chapter Meetings and Responsibilities section. The Chapter Committee Structure is as follows:

Programs

- Programs
- Hospitality
- Honors and Awards
- History
- Nominations and Elections

Membership

- Ambassadors
- Mentorship

Communications

- Public Relations
- Newsletter
- Website

Fall Education Conference

Fundraising

Community Service

Chapter Committee Descriptions

Programs

Programs

The committee is chaired by a Chapter member approved by the Board. The First Vice President serves as the committee liaison. The committee is responsible for developing the educational programs presented at Chapter meetings. The committee meets regularly to discuss program topics and suggest speakers.

General Responsibilities

- Submit an annual Action Plan to the Chapter President by the summer Strategic Annual Planning Retreat.
- Hold an annual brainstorming meeting to determine educational programs for the coming year. Send a list of educational programs to SGMP Headquarters by the deadline.
- Develop and report educational programs at least six months in advance to the Board. Report any changes in programs to the Board at monthly meetings.
- Secure speakers and send out proper correspondence/agreements.
- Secure hosts for Chapter meetings and send out proper correspondence/agreements at least six months in advance. Begin solicitation of hosts in May of each year.
- Request A/V needs to host property.
- Have pre-con with host property.
- Obtain speaker's resume for committee chair to make introduction.
- Maintain an evaluation survey with a five-point scale rating, evaluating program and host property. Email survey to monthly meeting attendees.
- Compile evaluations and email a summary to the Board within one week of the next Board meeting.
- Download registration report for Chapter meetings from the Chapter's website and email to the Board and Hospitality Committee chair the Friday prior to the meeting. In addition, an up-to-date list should be given to the Hospitality Committee chair the morning of the meeting.
- Submit an entry for Program of the Year by the deadline.
- Produce a meeting schedule to distribute and post on the Chapter website. The meeting notice will include the following information: date, time, location, topic, speaker(s).
- Order and pick up thank you gift for host property.
- Present thank you certificate to program speaker(s).
- Committee chair asks chapter members to write monthly articles. Written article

summarizing Chapter meeting is submitted to the Newsletter Committee chair.

Liaison to Speakers

The Program chair should inform their board liaison, President and Treasurer if the speaker(s) will require payment. A "Speaker Agreement" should be signed by the President and the speaker at least three months prior to the speaking engagement. The agreement should include the date and location of the meeting. The speaker(s) should submit a synopsis of the program prior to the agreement being signed.

Speakers, including Chapter members, are not charged to attend any meeting at which they present.

Hospitality

The committee is chaired by a Chapter member approved by the Board. A Board member serves as the committee liaison.

General Responsibilities

- Submit an annual Action Plan to the Chapter President by the summer Strategic Planning Retreat.
- Update name badges for members for monthly meetings when SGMP Headquarters notifies the Membership chair that those applications have been approved.
- Work with the First Vice President to manage attendee list.
- Set up the registration table(s). At least two committee members will staff the registration table.
- Collect monthly meeting registration funds submitted by check. All funds collected must balance with the attendance list provided by the Program Committee chair and must be given to either the Treasurer or President directly following the close of registration. The recipient of the checks will verify the amount received for deposit.
- Work with First Vice President to solicit prize(s) for monthly meeting give aways.

The Program Committee chair will email the Board and Hospitality Committee chair and/or representative the meeting attendance list prior to each monthly meeting.

The monthly meeting charge for pre-registered planners is \$15. The cost for pre-registered suppliers is \$30. On-site planners are charged \$30. On-site suppliers are charged \$45. Prospective planners may attend their first meeting free of charge. Guest suppliers must pay \$40 to attend their first two meetings. All planner and suppliers guests must join prior to attending their third meeting.

Honors and Awards

The committee is chaired by a Chapter member approved by the Board. A Board member serves as the committee liaison. The committee will oversee the annual Honors and Awards Gala.

General Responsibilities

- Submit an annual Action Plan to the Chapter President by the summer Strategic Planning Retreat.
- Develop and coordinate the distribution of nomination forms to the Chapter membership.
- Oversee the choosing of judges, providing criteria, and collecting selection decisions.
- Oversee the program, sequence of events, and awardees bios.
- Provide names of outstanding nominees to the Chapter President and Board once identified.
- Create the invitation and have them printed for mailing to Chapter members.
- Handle logistics for the awards gala.
- Order awards for the recipients.
- Publish an article in the newsletter and News Blast on all nominees and award recipients.

History

The committee is chaired by a Board member or a Chapter member approved by the Board. The committee documents Chapter activities and participation from a historical perspective.

General Responsibilities

- Submit an annual Action Plan to the Chapter President by the summer Strategic Planning Retreat.
- Attend Chapter meetings, National Education conferences, and other functions supported by the Chapter in order to properly document Chapter activities.
- Maintain an electronic record of the Chapter's History as stated on the committee description.
- Provide information on the committee on the Chapter's website.
- Submit articles for Chapter newsletter highlighting the committee.
- Collect and maintain photo albums of Chapter members.
- Maintain storage of items received for the Chapter.

Nominations and Elections

The committee is chaired by the Immediate Past President or Chapter member as designated by the President and Board. The committee shall be composed of three to five members, one of whom has served on the previous committee. No person running for office may serve on this committee. Elections will be held in even numbered years.

The term of office for the Chapter Board members elected is two years. Information on Board positions and duties are included in the National Bylaws.

General Responsibilities

- Submit an annual Action Plan to the Chapter President by the summer Strategic Planning Retreat.
- Follow the timeline as provided by the SGMP National Nominations and Elections Committee.
- Solicit nominations for the Chapter Board to be filled by election.
- At the end of October of each odd numbered year solicitations will be made in the Newsletter and Chapter News Blasts.
- Announce, at the November Chapter meeting, that nomination forms will be at the December Chapter meeting.
- The deadline for Chapter nominations may be the end of January of each even numbered year (refer to National Nominations and Elections information on the National SGMP website, members only section, for examples of timelines and ballot).
- Any member in good standing for at least nine months shall qualify for nomination(s) and election.
- Evaluate nominations to ensure the candidate is qualified to assume office (see National Bylaws for qualifications). The committee must verify, by telephone or in person that the individual wishes to run for office. If a person receives nominations for more than one office, the committee must contact that individual to determine the position for which the candidate will run.
- Request biographical information for the candidates' profile.
- Share a profile on each candidate at the February Chapter meeting as well as emailed to all Chapter members in good standing. This information will also be shared in the Chapter News Blasts and/or the Chapter Newsletter.
- National HQ will send to the committee chair background material (national guidelines and templates) for the upcoming chapter elections.
- Committee chair will participate in occasional conference calls with National HQ and National N& E Chair.
- Chapter elections will be done on-line, coordinated through National HQ.
- Election results will be sent via email to Committee chair from National HQ with instructions for informing candidates.
- Election results may be given to the candidates either by email and/or through a personal phone call.
- Election results will be announced via the Chapter's News Blast and in the next Chapter Newsletter.
- The incoming Board will be installed at the Chapter's June Honors and Awards Gala and assume office July 1.

Membership

Historically, the committee is chaired by the Second Vice President; however, the committee may be chaired by a Chapter member approved by the Board. A Board member would then serve as the committee liaison. The committee is responsible for recruiting new members and working to retain current members.

General Responsibilities

- Submit an annual Action Plan to the Chapter President by the summer Strategic Planning Retreat.
- Review National membership reports to be sure they are correct.
- Follow National membership rules regarding new member applications.
- Review membership ratio and report to the Board at each meeting, enforcing supplier freeze when necessary.
- Schedule, coordinate and present new member orientation when needed (may be quarterly). Email committee report to the President if unable to attend Board meeting.
- Coordinate quarterly member orientation.
- Coordinate mentoring program with chair.
- Will notify members with pending applications of meetings and keep on the prospect list until approved by SGMP National Headquarters.

Ambassadors Program

The committee is chaired by a Chapter member approved by the Board. A Board member serves as the committee liaison. An Ambassadors Program is in place as part of the Chapter's Business Plan under Communication to increase membership of the Chapter and educate the general public regarding the benefits of being a member of SGMP. The Program will be reviewed on an ongoing basis.

Mentorship Program

The committee is chaired by a Chapter member approved by the Board. A Board member serves as the committee liaison. A Mentorship Program is in place to help new members seek the knowledge they need to know about SGMP and "groom" them to become future leaders of the Chapter and organization. The Program will be reviewed on an ongoing basis. There are many benefits to having the Mentorship Program in place:

- Member Satisfaction – Members who participate will have a higher member satisfaction.
- Member Retention – Members who are mentored will stay in the organization longer.
- Reduce Frustration – Mentoring provides an avenue for new members to find resources.

Communications

Public Relations

The committee is chaired by a Chapter member approved by the Board. A Board member serves as the committee liaison. The committee holds meetings as needed.

General Responsibilities

- Submit an annual Action Plan to the Chapter President by the summer Strategic Planning Retreat.
- Coordinate activities with other industry associations (Meetings Industry Council members, other SGMP Chapters, etc.). Activities may include joint educational conferences, networking opportunities or any event that gives members of both groups a chance to learn from each other.
- Designate a committee member who will photograph all Chapter events and provide those photos to the Newsletter chair within a week of taking them.
- Develop assignments to promote SGMP awareness in the industry. Report to the Chapter Board on the status of plans and actions. Participate in local trade shows to promote the Chapter.

Newsletter

The committee is chaired by a Chapter member approved by the Board. A Board member serves as the committee liaison. The committee is responsible for creating the quarterly newsletter.

General Responsibilities

- Submit an annual Action Plan to the Chapter President by the summer Strategic Planning Retreat.
- Oversee production of the quarterly newsletter making sure it is out by the deadline (within thirty days following ending month of the newsletter).
- Help to coordinate submitting the entry to National for the Communications of the Year completion.
- Keep copies of the submission on file.
- Keep a copy of the Newsletter of the Year criteria on file and provide to new committee members.
- Provide committee and Board with assignment chart and article deadline.
- Make sure editor, if the chair is not the editor, is performing duties as specified and oversees the quality of production.
- Request articles in electronic format (Microsoft Word).
- Solicit ads from member suppliers who want to advertise.
- Send the Treasurer information on invoicing advertisers.

- Stockpile articles, if possible, including industry, educational, personal development and member spotlights to be used as necessary when deadlines are not met.
- Receive scholarship recipients' articles and publish a variety of the articles in two to three editions.

Newsletter Editor

- Proof and edit articles for grammar, spelling, punctuation, length, etc. Determine layout of the newsletters.
- Update calendar, Newsletter Committee members, and changes in regularly occurring information.
- List all committee chairs and their committee members in each newsletter.
- Select most appropriate photos to include in the newsletter, crop photos and/or create a collage when appropriate.
- Read meeting industry articles for pertinent news, statistics and technology ideas to use as fillers in the newsletter.
- Ensure newsletter is thoroughly proofed before publishing.

Website

The committee is chaired by a Chapter member approved by the Board. A Board member serves as the committee liaison. The committee maintains and updates the Chapter website.

Fall Education Conference

The committee is chaired by a Chapter member approved by the Board. A Board member serves as the committee liaison. The Fall Education Conference is designed as a unique networking and educational program for Chapter members who may or may not be able to attend the National Education Conference and as an annual fundraiser for the Chapter. Funds raised during this event are used throughout the fiscal year for other Chapter education programs. The Fall Education Conference is typically hosted outside the Denver metro area in an effort to allow those suppliers who cannot host other Chapter meetings the exposure of their facility to Chapter members. The conference is typically hosted over Columbus Day weekend during the month of October.

General Responsibilities

- Submit an annual Action Plan to the Chapter President by the summer Strategic Planning Retreat.
- Conduct the RFP process and site selection of host hotel.
- Negotiate contract with hotel, speakers and sponsors.
- Select educational speakers and sessions.
- Develop agenda and registration materials. Market and promote conference.

- Coordinate sponsorships and sponsor info.
- Coordinate silent auction items with the Fundraising committee.
- Develop and coordinate tradeshow.
- Coordinate logistics with host hotel.
- Coordinate off-site activities and transportation.
- Conduct an evaluation of the conference, tallying information/ideas for the following year's conference.

The committee submits recommendations that involve contracting or spending Chapter funds to the Board who will vote on each recommendation submitted.

The committee is comprised of approximately ten members to include suppliers and planners. The committee meets a minimum of once per quarter either in person or via conference calls. Between May and September the committee will typically meet once per month as the final conference arrangements are made.

Fundraising

Historically, the Fundraising Committee is chaired by the Treasurer. The committee is responsible for planning special activities to raise funds for Chapter operations, community service projects, and scholarships to enable Chapter members to attend the National Education Conference, Chapter Fall Education Conference and the Meetings Industry Council Conference. The two primary methods of fundraising are the drawings held at the monthly meetings and Silent Auctions.

General Responsibilities

- Submit an annual Action Plan to the Chapter President by the summer Strategic Planning Retreat.
- Plan and execute special activities for raising funds for community service projects and scholarships.
- Prepare and present a report of activities for fundraising at Board meetings.
- Coordinate requests to other Chapters for donations.

Prizes for Drawings

- Solicit prizes by writing articles for newsletter and News Blasts requesting donations and making personal contacts with members.
- Solicit prizes from planner members, as well as supplier members.
- Suggested prizes:
 - arts & crafts items
 - overnight stays/packages*
 - dinners
 - tickets to special events and entertainment
 - promotional items
 - Chapter t-shirts, pens, etc.

*Stockpile non-date-sensitive items for lean months.

Silent Auction

- Coordinate a silent auction for the months of October and June of each year. Historically, a silent auction may be held at the Chapter's Fall Education Conference and the June Honors and Awards Gala.
- Fundraising committee members cannot be part of the silent auction counting process if they are bidding.
- Email donation requests to all Chapter members at least one month prior to the meeting in which the silent auction will take place.

Community Service

The committee is chaired by a Chapter member approved by the Board. A Board member serves as the committee liaison.

General Responsibilities

- Submit an annual Action Plan to the Chapter President by the summer Strategic Planning Retreat.
- Initiate, schedule and solicit volunteers for community service projects.
- Report on activities for the Newsletter including photos.
- Provide updates to the Board as warranted.
- Send thank you notes to all those who volunteered during the year.

The committee recommends, with Board approval, community projects in which to involve the Chapter. The projects can include:

- Fundraising through member participation in community service activities.
- Collecting canned goods, clothing, school supplies, monies or other items for organizations that support non- profit organizations.
- Volunteering to staff community service events.

The committee can choose several non-participatory events (such as collecting canned goods) to sponsor throughout the year, but should schedule at least one participatory event for members. The participatory event should be one that a number of Chapter members have expressed an interest in and are willing to volunteer for. The committee should organize member participation in such a way as to emphasize the involvement of the Chapter (i.e., display Chapter banner and have all Chapter members who are volunteering to meet at one place and to wear Chapter shirts).

Chapter Meetings and Responsibilities

Learning, Networking, Working Together

Chapter program meetings are a primary benefit offered to members. The meetings are a way to network and offer educational opportunities for members. The monthly meetings are hosted by supplier members, which allow those members to showcase and promote their properties and/or services.

Chapters must have at least ten (10) meetings per year. At least eight must be educational in nature and cover topics related to meeting management. The rest can pertain to professional and/or personal development.

All programs should be evaluated and a summary provided on the Chapter's website.

Organization of the meetings is the responsibility of various committees and Board members. This section provides a description of specific responsibilities.

The program meetings consist of networking, announcements, lunch and an educational program. In general, the networking will be held from 11:30 a.m. to 11:50 a.m.; Chapter announcements and lunch from 11:50 a.m. to 12:20 p.m.; and the program from 12:20 p.m. to 1:20 p.m.; drawings are held at 1:20 p.m. The President closes the meeting at 1:25 p.m.

Program Committee

- Post the meeting notices on the website. The meeting notice must include the following information: date, time, location, topic, and speaker. A meeting notice will also be sent out by the President in the Chapter News Blast to include any special announcements and parking arrangements if applicable.
- Contact the speaker, in coordination with the first vice president, regarding A/V needs and make sure the host property receives that information.
- Set up a preconference with the host property, in coordination with the first vice president.
- Ensure the meeting room set up is provided to the hotel, including requested A/V equipment set-up.
- Email an evaluation survey following the meeting and compile the results, in coordination with the first vice president.
- Present the speaker with a thank you gift and certificate.

Hospitality Committee

- Provide/update the name tags for members.
- Set up the registration table(s).
- Staff the registration table(s) with at least two people to receive the monthly meeting fees from members. Collect funds from attendees and give to Chapter Treasurer or President at the end of the meeting.
- Deadline for pre-registration is COB on Thursday prior to the meeting.

Fees are as follows:	Pre-registered	On-Site
Planner and Contract Planner	\$15	\$30
Supplier and Associate Supplier	\$30	\$45
Planner guests:	Free	Free
Supplier guests:	\$40	\$40

- The first meeting for a prospective planner member is complimentary.
- Planner guests will not be billed for no-shows; however, their registration will be counted as their first meeting.
- Supplier guests will be charged \$40 for their first two meetings.
- New non-member planners and suppliers may attend a maximum of two meetings prior to joining. (*A New non-member* means that the person has never been a member of SGMP.)
- No show invoices will be for the same amount as would be paid at the door.
- Collect business cards for door prizes and distribute prizes at end of meeting.

Fundraising Committee

- In absence of Treasurer, the President shall collect registration funds. If neither Officer is available, the Second Vice President will perform this function. The Treasurer or President will deposit all funds collected within seventy-two business hours.
- Coordinate the sale of tickets for drawings and distribute prizes at the monthly meetings.
- Staffing for ticket sales: two people at table, and one or more persons selling tickets.
- Count the money with the Treasurer when sales end.
- Turn in all money from the ticket sales to the Treasurer.
- Staffing of drawings – one person to pull tickets, one person to read the ticket, two people to distribute prizes.
- Donors are thanked as prizes are given away.
- Keep a written list of the donations and donors to submit to Newsletter editor.

Membership Committee

New Member Orientation & Packets

The Mentorship Program Chair will be responsible for scheduling and coordinating member orientations.

All new members receive new member packets when their membership is confirmed by the SGMP Headquarters. New member packets will include:

- Welcome letter
- Resource information list
- SGMP RMC Brochure
- Current Chapter newsletter
- List of Broad Members and Committee Chairs

President

- Handles monthly meeting program logistics that include time, date and location of upcoming meetings, as well as general announcements.
- Lead members in the Pledge of Allegiance.
- Makes announcements and have new members and guests introduce themselves at the beginning of the meeting. The announcements should include the program and location of the next month's meeting.
- Present the host hotel with thank you gift.
- Start and end the monthly meeting on time.

Host Property

- The host property must pay for the entire meeting with no reimbursement from the Chapter, unless the attendees exceed 65 then the Chapter will pay the host property \$15/attendee.
- The host property is responsible for providing lunch and will showcase what their property has to offer.
- The host property's representative may make a presentation during the meeting and may offer a tour of the hotel following the meeting.
- The menu is determined by the hotel.

Meeting Room Set-Up

- Crescent rounds of six to seven depending on the number of people attending the meeting. (Specific meeting room configurations will depend on nature and scope of the meeting.)
- The registration area should include: three 8' x 30" tables, skirted and draped with two chairs for registration purposes. (The registration tables should be set up outside the meeting room.)

- The American flag is to be placed to the left of the podium one inch higher than the Colorado state flag which is to be placed to the right of the podium (when facing the front).
- See monthly meeting agreement for more information.

Chapter Communication

Email

Email is used as the primary means of communication to remind members of the upcoming Chapter meetings and events, committee meetings, community involvement activities, and to send thank you notes to individual members. Email is also used to send out the Chapter newsletters and to communicate with the National Board, other Chapters, and between Chapter members. The Chapter's email address is sgmprockymtn@yahoo.com

U.S. Postal Service Mail

The President and Treasurer have a key to the Chapter's Post Office Box. The mail is checked at least twice monthly.

The address is: P.O. Box 461103, Glendale, CO 80246

Telephone

The Chapter President may be reached at (720) 508-6531.

Website

The Chapter website is overseen by Board member(s) or Chapter member(s) approved by the Board. These member(s) work with the webmaster to maintain and update the Chapter's website by:

- Conducting reviews monthly for needed updates and changes to the site. Ensuring calendar and information is timely and correct.
- Reviewing invoices submitted by webmaster. Submitting invoices to Treasurer for payment.
- The Chapter website will have meeting notices, conference information, links, etc. The Chapter website is: www.sgmprockymtn.com.

To register for a Chapter event on the website:

- Go to the Meetings tab
- Create an Account
- Go back to Meetings tab
- Enter your User Name and Password and select Log In
- You may pay at the door or
- Select Paypal and follow the prompts.
- You do not need to set up a Paypal account.

Standing Rules and Scholarships

General Information and Standing Rules for Chapter Program Attendees

1. Monthly program meetings will be conducted on the fourth Tuesday of every month at each month's established destination, with the following exceptions: the Fall Education Conference will be held over Columbus Day weekend in October; the November monthly luncheon will be held the third Tuesday due to Thanksgiving week; and the December holiday luncheon will be held the second Tuesday in December due to the holidays. A April or May monthly luncheon may not be held due to the SGMP National Education Conference.
2. Monthly program registration is \$15 for Planners and \$30 for Suppliers. If a member attends without registering, and if space allows, the cost will be \$30 for Planners and \$45 for Suppliers. Please note that walk-ins will not be allowed to pay by cash. Credit cards or checks only.
3. The registration deadline for all monthly meetings is three (3) business days prior to the meeting (Thursday COB). Any registration received after the deadline will be charged the walk-in rate of \$30 for Planners and \$45 for Suppliers.
4. Should a registrant need to cancel their attendance at a monthly program, they must call (303) 692-3380 or email claudette.ferris@state.co.us by 2:00 p.m. the Friday before the meeting to let the Chapter leadership know that they will not be able to attend. If they registered on line with a credit card, they will receive a credit for a future monthly meeting (to be used within six months of cancellation date). If the registration was marked as a pay at the door and the registration was not cancelled in time, an invoice will be sent for payment of the appropriate registration fee. This cancellation policy was put in place to be fair to the hotel providing the meal.
5. If a registrant fails to attend a monthly program meeting, fails to cancel by 2:00 p.m. the Friday before the meeting, and becomes a no-show then they will not be allowed to attend any future Chapter program meetings/events until they pay their prior no show registration fee. The fee can be paid when registering on line or at the door the day of the next monthly meeting/event that they attend.
6. To receive a full refund from the Fall Education Conference, a written request must be submitted to the President two weeks prior to the conference. Any request for refunds received after that date will instead have the registration fee applied towards next year's conference.
7. A Planner guest can only attend the first meeting complimentary but will be required to pay \$15 for attendance at a second meeting. Supplier guests will pay a registration fee of \$40 for their first two meetings. Please note that guests, whether a Planner or Supplier, must join the Chapter before attending their third meeting. Suppliers must join with one government or contract planner, unless the Chapter is in a freeze. In

that case, a Supplier who wants to join must have two government and/or contract planners to be eligible to join.

8. The host property is permitted to have additional co-workers in attendance at no additional cost to SGMP and should notify the Program Chair regarding the total number of attendees from the host property.
9. If the Chapter cancels a meeting (i.e., due to inclement weather), and a member has paid for attendance, credit will be granted up to 60 days.
10. New Supplier members who have replaced a former member will receive an official Chapter name tag once the name change has been verified by SGMP Headquarters.

Scholarships

The Board decides and votes on scholarship opportunities and applications with the President presiding. Scholarships are to assist members in attending the SGMP National Education Conference, Chapter Fall Education Conference and/or Meetings Industry Council Conference.

Chapter Scholarships to attend the National Education Conference

- A scholarship application has been developed and scholarships are awarded on a point system based on the application as well as other meritorious services to the Chapter. Scholarship applications will be sent out by the President to all Chapter members as soon as registration information is available from SGMP Headquarters and National scholarship winners are announced.
- Committee chairs should complete the SGMP Committee Member form and return to the President or designated Board member.
- The Board will review the applications at least two weeks prior to National's early registration deadline. The Treasurer will report to the Board on the amount of funds budgeted for scholarships. The Board will tally the points from each application and make award decisions based on the number of points accrued. Every effort will be made to honor each person's request for a scholarship.
- Scholarships are awarded to cover the following costs as determined by the Board: conference sleeping room rate plus tax for three nights at a host hotel, airfare, and/or registration fee for planners. For a supplier recipient, the scholarship will cover the supplier registration fee, not the supplier exhibitor fee. NOTE: Exhibiting suppliers cannot be awarded a scholarship.
- Scholarship recipients must attend general sessions and concurrent sessions during the conference.
 - Planner scholarship recipients must attend the Trade Show.
 - Scholarship recipients must write an article suitable for inclusion in the Chapter Newsletter. The article must be emailed to the Newsletter chair by the designated deadline.
 - The President will communicate these requirements to all recipients.
 - Any scholarship recipient who does not comply with the scholarship

requirements indicated in the scholarship packet will be ineligible to receive a scholarship for the following year and will be required to repay the Chapter expenses.

- If a scholarship recipient cannot attend the conference, he/she must repay any expenses encumbered by the Chapter.

Fall Education Conference Scholarships

- A scholarship application has been developed and scholarships are awarded based on Chapter participation of the applicant(s) as well as other meritorious services to the Chapter. Scholarship applications will be sent out by the President to all Chapter members as soon as registration information is available.
- The scholarship will cover the registration fee and other expenses as determined by the Board. Scholarship requirements will be verified by the appropriate committee chair(s).
- Scholarship recipients must participate fully in the conference and write an article for the Chapter newsletter about their learning experience.

Meetings Industry Council Conference Scholarships

- A scholarship application has been developed and scholarships are awarded based on Chapter participation of the applicant(s) as well as other meritorious services to the Chapter. Scholarship
- Applications will be sent out by the President to all Chapter members as soon as registration information is available.
- The scholarship will cover the registration fee only.
- Scholarship requirements will be verified by the appropriate committee chair(s).
- Scholarship recipients must participate fully in the conference and write an article for the Chapter newsletter about their learning experience.

Directories and Lists

National Officers/National Directory

Found on the National website: www.sgmp.org

Membership Directory

SGMP Membership can be found on the Members Only section of the National website:

www.sgmp.org

Chapter Board of Directors

Chapter Committees

The Chapter Board of Directors and the Committee information can be found on the Chapter website: www.sgmprockymtn.com