

INTRODUCTION

Congratulations! You have just been elected Florida State Director! Get ready for the time and ride of your life!! When all is said and done, this will be quite an accomplishment. Remember to note your resume' because the organizational and people skills you will strengthen are both notable and marketable.

We'd like to start out by outlining your basic responsibilities. As State Director (here after referred to as SD) you decide the following items:

- ? Confirm date and site for your State Meeting
- ? Appoint Council Liaisons
- ? Appoint standing committees
- ? All speakers (local referrals may be requested, so start a file now)
- ? Banquet Emcee (if there will be one)
- ? Workshop/CE class topics and speakers
- ? Who plans and leads the first timers orientation
- ? Who leads the delegate's briefing
- ? The meeting schedule
- ? Whether or not there will be exhibitors
- ? Meal function printed programs
- ? Whether or not to have dignitary welcomes at the opening session
- ? Who sits at the head tables (the Protocol Chairman decides where)
- ? Music for head table marching in
- ? Who hosts hospitality suites and when they are open
- ? CWC Judges (you will be asked to provide suitable local candidates)
- ? Hold membership retreats
- ? Perform whatever duties the National Board and the RVP ask of you

As the SD to preside over your State Meeting you should be consulted on:

- ? Theme
- ? Decorations
- ? Menu selection
- ? Singer of National Anthem
- ? Color Guard
- ? Meeting photographer

Remember, not everything can be put to paper! This is a general guideline, there will be other things that will come up for you to handle.

PROPOSED BUDGET

This budget is an outline for your income and expense categories, actual expenses may vary. You should receive the final budgets from the preceding two State Directors to help with your preparation. In turn, you are responsible for sending your final numbers to the next two districts as soon after your meeting as possible - see After Event notes. **Note:** The Budget Committee should be appointed by December 15th and the proposed budget should be presented to the Local Presidents before July 1st for approval.

INCOME

General Donations/Fund Raising	\$ _____
Raffle Income	\$ _____
Education	\$ _____
Retreat Income	\$ _____

TOTAL \$ _____

EXPENSES

Fidelity Bond	\$ 95.00
Website	\$ 1,100.00
Newsletter	\$ _____
Regional Conference	
Registration	\$ _____
Airfare	\$ _____
Hotel	\$ _____
National Convention	
Registration	\$ _____
Airfare	\$ _____
Hotel	\$ _____
BMI Licensing Fee	\$ 115.00
Name Badges for Council Members	\$ 100.00
Retreat	\$ _____

TOTAL \$ _____

PROPOSED TIMETABLE

The following guidelines are based on the assumption that your state meeting will be held the first weekend in November. If you have changed that date, adjust the timetable accordingly.

State Director-Elect:

Confirm date and site of your State Meeting
Schedule on-site planning visit with the hosting associations, prior to July 1st
Assist the Hosting Associations with the State Meeting preparation/questions
Appoint Council Liaisons
Appoint Bylaws and Budget Committees no later than December 15th
Appoint Awards Committee no later than March 1st
Appoint Nominating Committee no later than July 1st
Appoint Audit Committee between National Convention and August 1st
Prepare budget
Get to know your RVP-Elect and the other SD-Elect's in the region

State Director:

Prior to the State Meeting:

Perform whatever duties the National Board and the RVP ask of you
Appoint all other standing committees
Fill in details of the State Meeting agenda (business sessions and CE classes)
Choose Speakers
Decide on who sits at the "Head Table", even if no actual head table is being used
Choose Marching In Music
Select hospitality suite sponsors
Fill in details of the State Meeting Script (copies will need to be given to RVP and Parliamentarian several weeks prior to State Meeting so that any of their suggestions can be implemented)
Have Model State Meeting Minutes form adjusted to fit your meeting schedule so that the Meeting Secretary can fill in blanks
Prepare binders for RVP, Parliamentarian, Secretary and Minutes Chairman that include a copy of the script, model minutes and State Standing Rules
Attend State Director Training
Give the Elected Council Members/Liaisons direction in fulfilling their positions
Start preparing Membership Retreats
Attend Joint Meetings
Fund Raise

State Meeting:

Preside over State Meeting
Handle last minute schedule conflicts and questions as they arise
DO NOT PANIC and try to get some sleep!

After the State Meeting

Forward to National Headquarters and the State Director-Elect within 60 days:

- ? Final budget (do not delay this for small bills, hotel information is most important)
- ? Final report on registration by category (your registration chairman completes a report for the SD to send to National and you can use that)
- ? Final Meeting Minutes signed by the Meeting Secretary and all committee members

Attend Joint Meetings

Host Membership Retreats (2 or more per year)

Represent our State at the Regional Conference and National Convention

Perform whatever duties the National Board and the RVP ask of you

MEETING ROTATION

State Meeting

The districts that host the state meeting are on the following schedule:

Midwest	2005	19 th
Southeast	2006	20 th
North	2007	21 st
Central	2008	22 nd
Southwest	2009	23 rd

You should be aware of the typical meeting dates for all the state meetings in Region III in case you should have to change the Florida data. The current RVP and National Board must approve any change and, of course, the SD of that state will have to give the "OK" to swap a date.

September

1 st weekend	Open (Labor Day)
2 nd weekend	Puerto Rico
3 rd weekend	South Carolina
4 th weekend	Georgia

October

1 st weekend	Alabama
2 nd weekend	Mississippi
3 rd weekend	Tennessee
4 th weekend	Open

November

1 st weekend	Florida
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Regional Conference is usually in March.

National Convention is usually in June.

GENERAL NOTES

As SD you should have a portable computer, printer and supplies (such as paper and ink cartridges) at the meeting for last minute script changes, etc.

Your State Council dinner on Thursday night is by invitation from you and usually includes: the RVP, RVP assistant, elected Council Members and the State Meeting Co-Chairs. The Hosts are responsible for all arrangements, i.e. transportation, reservations and costs. There should be a line item in their budget for this.

As SD you may host the Council members (by invitation only) in the SD's suite, Friday night. Part of the budget item Food/Beverages for the SD Suite is to cover this event. If you want to do this, let the host committee know what you need. Note: This was very traditional in the past but seems to not be done very much now as it takes you away from the members.

As SD you may also host a small reception (by invitation only) either in the SD's suite or a separate room Saturday night after the banquet. You and your assistant issue the invitation, arrange with hotel catering for the food and beverage. You may ask to allow this to be charged to the master account, but this must be reimbursed. Typically your local association and employer host the event and cover the costs.

APPOINTMENTS BY STATE DIRECTOR

Meeting Secretary

The meeting Secretary sits at the head table at all business sessions and takes the minutes. There is a SD appointed Minutes Approval Committee that reviews that minutes and reports on them at the next State Meeting.

Parliamentarian

The Parliamentarian sits at the head table during all business sessions and advises the SD on any questions of procedure, including motions and voting.

Audit Committee

This committee will audit the State Council's treasury records and make a report at the Saturday morning business session. Note: this committee should be appointed between the National Convention and August 1st as a detailed report needs to be mailed to the Presidents no later than August 15th. (Usually includes a Chairman and 2 members)

Awards Committee

The Awards Committee receives the applications for the Insurance Professional, Rookie and Claims Professional of the Year Awards. The committee reviews and selects the winners or they can choose outside judges. The Awards Chairman should contact the Company Sponsors to arrange for plaques, award \$ and for a presenter. *(The Host Public Relations Committee needs to coordinate with this committee Chairman the winners' names and ordering of the presentation plaques. Please refer to PR section.)* Note: this committee should be appointed by March 1st. (Usually includes a Chairman and 3-5 members)

Budget Committee

This Committee works with the SD to prepare the Council budget for the year. They may also help mail out the budget to the Local Presidents for approval, prior to July 1st. Note: this committee should be appointed by December 15th. (Usually includes a Chairman and 2 members)

CWC Committee

This committee runs the CWC competition, which is held the first Saturday session after breakfast. The SD and State PR Chairman select the judges, but very possibly will ask the Hosts for suggestions, as it is preferable to use local people. The members of the CWC Committee stay with the candidates and escort them to and from the main meeting room (possibly with the help of the Hostess Committee) and escort the judges to their seats and back to the room set aside for the judging. The SD will arrange for a timekeepers committee. The SD and State PR Chairman will relay the names of the winners to the Host Public Relations Committee to finalize the plaques for presentation during the Leadership Luncheon. The Host PR Committee will need to confirm who is responsible for providing the timekeepers bell(s). The CWC Committee needs to confirm seating and luncheon tickets for the judges with the Host Registration Committee and a table for all the contestants to sit together. (Usually includes 5-8 members)

Credentials

The Credentials Committee receives the pre-meeting forms stating who will be the delegate and alternate from each Association and is responsible for providing the placards naming each local Association at the delegate's seating. A table will be set up at Registration for the Credentials Committee to man. Each delegate and alternate must check in before they can vote. The Credentials Chairman reports on the voting strength at the beginning of each business session. The Hosts have no responsibilities except to allow space for Credentials at the registration area. (Usually includes a Chairman and 3-5 members)

Minutes Approval Committee

The Minutes Approval Committee will review and sign off on the minutes taken by the meeting Secretary. The SD provides the Secretary and each member of this committee with a copy of the model minutes and meeting script so they can note names, times and any motions made. The final meeting minutes must be signed by the Chairman and all committee members and then forwarded within 60 days to the RVP and National. (Usually includes a Chairman and 2-3 members)

Nominating Committee

The SD appoints the members of the Nominating Committee to interview all candidates running for office. The Nominating Committee completes these interviews Friday, meets until they are in agreement and presents its recommendations to the delegates at the Saturday morning business session. If the candidates running for office do not meet the Committees standards, the Committee has the power to find a suitable candidate to recommend for office. Note: this committee should be appointed by July 1st. (Usually includes a Chairman (with no vote) and 5-7 members)

Pages

The Pages are appointed by the SD to move messages around the meeting room. Only Pages should deliver messages, especially to the head table, during business sessions. (Usually includes a Chairman and 2-3 members)

Protocol

The SD appoints a Protocol Chairman and a Committee to assist her. The Host Protocol Committee members will work very closely with this committee. The SD's Protocol Chairman makes all decisions as to seating at the head tables for all sessions – meals and business sessions. The Chairman will make a seating chart and is responsible for notifying meeting attendees (via their registration packet) when they will be at the head table. The Host Protocol committee will provide a room or space for head table line-up before each session and, if requested, assist in getting people rounded up and ready. (Usually includes a Chairman and 2-3 members)

Recommendations Committee

The Recommendations Committee meets Friday night to determine if the State Council should make any formal recommendations to be voted on by the delegates. They give a report at the Saturday morning business session. (usually includes a Chairman and 2-3 members)

Bylaws Committee

The SD appoints a Standing Rules Committee to review any proposed changes to the State Council bylaws or standing rules and make recommendations to the delegates. A committee report is given at the Saturday morning business session and any changes are voted on at that time. Note: this committee should be appointed by December 15th. (Usually includes a Chairman and 2-3 members)

Tellers

The tellers are appointed to count votes by the delegates. The delegates may stand to vote or may write out ballots as called for by the SD. The Chairman of the Tellers committee will announce all results or written ballots. (Usually includes a Chairman and 2-3 members)

Timekeepers

The SD appoints two timekeepers to track the starting and ending times of all business sessions. As well as the following functions:

- ? CWC Speak-Off, the committee keeps track of the 3 minute prepared speech (rings bell at 2 minutes 45 seconds) and the 1 minute impromptu (rings bell at 55 seconds).
- ? During the Delegates briefing they keep track to make sure that no one member speaks more than 2 times for no longer than 3 minutes a time on any one subject.

(Usually includes a Chairman and 2 members)

PROPOSED MEETING SCHEDULE AND FACILITY REQUIREMENTS

(This list is subject to change and is only listed as an example.)

Friday

9:00–2:45	Registration and Credentials (possibly exhibits) Foyer, hallway or room 3 skirted 8' tables and chairs 1 – registration 1 – next meeting's fund raising 1 – Host fund raising 6 skirted 6' tables and chairs 1 – flower ordering 1 – credentials 4 – registration (seating charts for each meal event) Tables and chairs as required by exhibitors (if you have them) Space for message center Space with 4 round tables and chairs for refreshments	Reader Board – NAIW FI State Meeting Registration
5:00-6:30	Same registration set up	
9:00-9:30	Same registration set up	
9:00-12:00	Pre-meeting or CE class (if SD chooses) Small meeting room with classroom seating for 40	Reader Board – NAIW Class
3:00-4:30	Opening Session Main meeting room Head table for approximately 14 (you may need 2, if so set back one on risers) Tabletop podium with microphone Cassette/CD player for marching-in music Note pads, pencils, water & glasses for head table and delegates seating Seating for delegates at the front of the room (room for 26 at skirted tables with chairs – classroom style) Theater style seating for approximately 150	Reader Board – NAIW General Session
4:45-5:15	First Timer's Orientation Small meeting room Stand-alone podium with microphone Head table seating for 8-10 Theater style seating for 75	Reader Board – NAIW First Timers
5:30-6:30	Delegate's Briefing and Meet the Candidates Same room and set up as First Timer's	Reader Board – NAIW Delegate's Briefing
7:00-9:00	Welcome Party Main meal room If serving buffet, 2 lines Round table seating for 200 Head table up to SD Bar set up as desired	Reader Board – NAIW Welcome Party

The Council Committee meetings are scheduled from 9:00-11:00 pm (as more members come in on early Friday, the times of these meetings are subject to the SD's wishes). Most of the meetings will take no more than ½ hour; so different committees can be scheduled in the same room if necessary. The Nominating Committee needs their room for the entire 2 ½ hours.

9:00-?	Nominating Committee Conference room Conference table with seating for 10 3 chairs outside the room Pads of paper, pencils, water and glasses	Reader Board – NAIW Nominating Committee
9:00-10:00	CWC, Timekeepers & Contestants Same Room as Business Sessions	Reader Board – NAIW CWC & Timekeepers CWC Contestants
	Recommendations Committee Small meeting room with seating for 3-5	NAIW Recommendations
	Minutes Approval Committee Small meeting room with seating for 3-5	NAIW Minutes Approval
	Audit Committee Small meeting room with seating for 3-5	NAIW Audit
	Standing Rules Committee Small meeting room with seating for 3-5	NAIW Standing Rules
	Pages Committee Small meeting room with seating for 8	NAIW Pages
	Tellers Committee Small meeting room with seating for 8	NAIW Tellers
9:00-until	Hospitality Suites – open	

Saturday

7:00-7:30	Registration and Credentials Foyer or hallway near main meeting room 3 – 6' skirted tables with chairs Leave this set up all day through the banquet for use by the photographer and message center	Reader Board – NAIW Registration & Credential
7:30-8:45	CPIW/CPIM Breakfast Main meal room Head table for approximately 10 Tabletop podium and microphone Cassette player for marching-in music Round table seating for approximately 200	Reader Board – NAIW CPIW/CPIM Breakfast
8:00-11:30	CWC Judges Small meeting room near main meeting room Conference table with seating for 8 Pads of paper, pencils, water and glasses, coffee set up	Reader Board – NAIW CWC Judges
8:30-10:30	CWC Contestants Small meeting room closest to main mtg. room Conference table with seating for 8	Reader Board – NAIW CWC Contestants

Water and glasses

- 9:00-10:30 Business Session Reader Board – NAIW
Main meeting room General Session
(preferably leave set up for morning and
afternoon sessions)
Head table for 10-12
Tabletop podium and microphone
(may need clip-on mic for CWC contestants)
Check on need for box for shorter speakers
Pads of paper, pencils, water and glasses for head table and delegates
Skirted tables and chairs for 26 delegates at front of room
Theater style seating for 200
- 10:30-10:45 Coffee Break in foyer near main meeting room
- 10:45-11:45 Business Session Reader Board – NAIW
Main meeting room General Session
Same set up except add 2 free-standing
microphones near the front of the room for attendee use
- 12:00-1:30 Leadership Luncheon Reader Board – NAIW
Main meal room Leadership Luncheon
Head table for 10-12
Tabletop podium and microphone
Cassette player for marching-in music
Round table seating for 200
- 1:45-2:45 Business Session Reader Board – NAIW
Main meeting room General Session
Same set up except add 2 free-standing
microphones near the front of the room for attendee use
- 3:00-5:00 Workshop(s) Reader Board – NAIW
Arrange for 2 meeting rooms to hold _____ Workshop
50-75 classroom or theater style seating
Audio/visual and microphones as requested by speakers
Water and glasses for speakers
- 5:00-7:00 Hospitality Suites – open
- 7:30-8:00 Cocktail Party Reader Board – NAIW
Hall, foyer or room near main meal room Reception
Two cash bars
- 8:00-11:00 Banquet
Head table(s) for approximately 20 – if two needed, back one on risers
(SD may choose to forego head table)
Tabletop podium with microphone
Whatever space and audio/visual equipment needed for entertainment
Round table seating for 250
- 11:00-until Hospitality Suites – SD's discretion

Sunday

8:00-10:00 State Council Meeting
Small meeting room
Conference table with seating for 12
Pads of paper, pencils, water and glasses

Reader Board – NAIW
Florida State Council