National ACW Presidents' Conference - "To Do List"
For In-Person Conferences Revised 05/25

Note: The National Presidents' Annual Conference is intended for Presidents/Coordinators or Vice-Presidents or Designated Delegates of the Dioceses. Only one designated delegate for each Diocese has a vote.
Once a Diocese has extended a formal invitation to host an upcoming Conference at an Annual Presidents' Conference and the Invitation has been accepted, the logistical planning for a National ACW Presidents' Conference shall be the **joint** responsibility of the host Diocesan ACW and the National President (in consultation with the Executive Board). Prior to extending the Invitation, the Diocese should have a general idea of the proposed dates and location.

Joint Responsibilities:

1. Dates of Conference (usually set/confirmed at previous conference - *please try to schedule Thursday, Friday, Saturday, with Sunday departure* (Executive Officers will generally arrive the day BEFORE the Conference)
2. Setting the theme – Host suggests the theme and submits it to Executive Board for approval – theme is to be related to scripture
3. Agreeing on Keynote Speaker only
4. Conference Agenda – timing for meals, excursions
5. Preparation and Maintenance of a List of Diocesan delegates/contacts and guests for the conference

National Responsibilities:

1. Providing Seed Money of $2500.00 to Host Committee upon request. (Used for deposit on booking Conference Centre, accommodations and incidentals, etc. if needed)
2. National Treasurer will receive all monies for Conference (registrations, fees, etc.) EXCEPT for the pre-conference bookings or Saturday Outings and pay all invoices as needed and required.
3. Share evaluations from previous in-person Conferences
4. Provide donation envelopes for Opening Worship Service – recipient is chosen by Conference Members
5. Planning of the Thursday Evening Gathering Time
6. Setting the Business Schedule for the Agenda
7. Compiling the Conference Booklet to send to host for printing
8. **Invited Guests**: Primate; Alongside Hope (formerly PWRDF); Anglican Foundation; Council of the North. The National Indigenous Archbishop may also be invited.
9. Election of Officers
10. Provide the Service Program for the Installation of Executive Board Officers for the Closing Worship
11. Trust Fund Applications
12. Interpretation and Application of Constitution
13. Registration fee (set at National Conference)
14. Letter of acknowledgement and welcome to Conference participants. (President)

Host Responsibilities:

1. Establishing a Conference Planning Committee; (a year or more in advance) and preparing a Draft Budget for the Conference (recognizing the benefits of breaking even or, if necessary, seeking financial support from Diocese or other local groups)
2. Booking the location of Conference (may need to do a year or two in advance) – try to ensure proximity to nearest airport
3. Booking accommodations; (may be different from the Conference Centre), ensure a contract is dated and signed with venue as early as possible and a copy forwarded to National President. Special needs for rooms: private rooms for National President, Chaplain and Primate if attending. Requests for private rooms will be considered by the National Executive Board on a case by case basis as it will involve extra cost to the delegate.
   FYI: *Members of the Executive Board may be arriving a day early and will need accommodations reserved for an extra night. Some delegates may also require pre and post conference accommodations. Billeting may be welcomed for those who have to stay an additional night. Delegates will be required to make their own reservations if no billet is available.*
4. Prepare a "Save the Date" poster by January 15 of the conference year and forward to National President for distribution
5. Food (meals and snacks) – any welcoming reception during registration
6. Conference Chaplain (usually the Chaplain to the host ACW) – one year term only
7. Organizing Opening Worship Service Thursday evening and <u>if desired</u>, a reception after at the Church
8. Organizing Closing Worship Service – Sunday morning (need not be at a Church) (lunch may be needed)
9. Local Guests (Bishop, etc.)
10. *Suggestions* for speaker
11. Music coordinator (music is usually planned with Chaplain to coordinate with the theme and scripture readings for the conference)
12. Registration information and distribution (sent in late Spring) following approval by National President/Executive Board.
13. Letter of Welcome and information to Conference participants (sent in late Summer)
14. Saturday Outing - if to be included in agenda
15. Transportation to and from airports, etc. (and any local transportation required)
16. Audio visual requirements
17. Printing of Conference Booklet, name tags and hand-out material and other documentation as required for conference.
18. Preparations of final report (including financial and logistical information) to the Executive *no more than one month after* the conference.

<u>Conference Participant Responsibilities</u>

1. Sending completed Registration Forms (complete with Travel Information) to Host Committee as early as possible AND sending copy of Registration along with all conference fees (except the Saturday Outing fee) to National Treasurer.
2. Travel Arrangements – TRAVEL THINGS TO KNOW:
   - Arrangement of flight/transportation to and from the conference is the responsibility of each person attending. Make every effort to secure a flight that is cost effective - ***economy/entry***

level priced ticket – **in Canadian Currency**. If you require assistance contact our National Treasurer for assistance.

- National will only cover actual costs with receipts, they will not cover quoted costs.
- Any additional charges incurred, i.e. Higher Flight Category, Travel Agency Fees, Travel Insurance, Pre-Seat Selection, etc., are personal choice fees and are your own; National Does Not cover these costs. Please Do Not Bill any extra cost to the National ACW.
- National will cover the return cost of (1) suitcase for registered Diocesan President/Coordinator or Proxy attending a National ACW Conference. Receipt(s) to be provided to the National Treasurer for Reimbursement.
- It is important that ALL Registration Forms be received by the deadline - even if you are uncertain as to who will be the Delegate, it is requested that you submit the registration form and fee by the deadline and the name of the Delegate can be added at a later date! Provision of Arrival and Departure information in *a timely manner is imperative*!
- Some delegates may also require pre and post Conference accommodations. Billeting may be available for those who have to stay an additional night. Delegates will be required to make their own reservations if no billet is available.