National ACW Presidents' Conference - "To Do List"
For Virtual Conferences

Note: The National Presidents' Annual Conference is intended for Presidents/Coordinators or Vice-Presidents or Designated Delegates of the Dioceses. Observers are welcome for the Virtual Conference. Only the designated delegate for each Diocese has a vote. Zoom registrations may be limited so official delegates have preference. Groups meeting in one location constitute a single registration.

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.

Joint Responsibilities:

1. Dates of Conference (usually set/confirmed at previous Conference) – in 2023 the Conference was scheduled for Friday with opening worship live streamed at 11:00 EDT; Zoom open at 12:00 EDT and Conference opened at 12:15, adjourning at 16:00; Zoom opened Saturday at 10:15 EDT, Conference resumed at 10:30 EDT and adjourned at 15:30 EDT. *Thursday evening may be added in order to provide adequate time for break out groups keeping in mind the time zones. Start times are suggestions subject to the Host time zone.*
2. Setting the theme – Host suggests theme and submits to Executive Board for approval – theme is to be related to scripture
3. Agreeing on Key Note Speaker
4. Preparation and maintenance of the list of National and Diocesan delegates and guests for the Conference

National Executive Board Responsibilities:

1. Providing funding up to a maximum of $1000.00 to Host Committee if needed. (Used for deposit on booking Conference technology and incidentals, etc.)
2. National Treasurer will receive all monies for conference (registrations, fees, etc.).
3. Setting the Business Schedule for the Agenda
4. Invited Guests: Alongside Hope (formerly PWRDF); Anglican Foundation; Council of the North; Primate; and National Indigenous Archbishop may also be invited
5. Election of Officers
6. Interpretation and Application of Constitution
7. Registration fee (set at National Conference) $250.00 per Diocese (includes President, and Vice-President or Coordinator, Designated Delegate) for 2025
8. Distribute Save the Date poster by the end of January, if possible, in the year of the conference.
9. President's letter of welcome and registration information and forms to be sent to Delegates by June 30.
10. Distribution of Conference material: booklet with agenda, reports, evaluation, etc. will be sent to registered delegates via email once registration closes.
11. Registrations and fees are due by August 31. The link will be sent one week prior to the Conference start date.

Host Responsibilities:

1. Establishing a Conference Planning Committee; (ideally a year or more in advance)
2. Report regularly to the National Board.
3. Design a Save the Date poster with the theme and dates and submit to National Board for approval by January 15 in the year of the conference.
4. Choose a Conference Chaplain (usually the Chaplain to the host ACW)
5. Provide suggestions to National Board for Key Note Speaker
6. Book the location of Conference for opening worship if live streamed and Zoom operator. Distribution of opening worship material to delegates. Opening worship may be lived streamed with the Diocesan Bishop as preacher and rector of host church as celebrant (subject to location used) or service of the Word via Zoom where a cantor would be identified to do the responses while participants are muted. (Music may be used again with one singer or a choir and delegates muted.)
7. Music coordinator (if used)
8. Send Zoom link to delegates and guests.

Conference Participant Responsibilities

1. Sending completed Registration Forms to Host Committee as early as possible AND sending copy of Registration along with all conference fees to National Treasurer. Zoom link is sent only to registered participants.