

**DCCW  
CONVENTION  
GUIDELINES**

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## **RESPONSIBILITIES OF THE DCCW BOARD**

- 1) Set the date, theme, location, and program of the Convention.

Date: Usually the last full weekend of April.

Theme: Usually the same as the NCCW's theme for Convention.

Location: The location of the Convention is based on careful assessment of facilities, and costs by Director Of Meetings and DCCW President.

Program: Keynote Speaker, Commission Workshops rotating years as listed below.

- 2) DCCW Board will make suggestions for the keynote speaker and commission workshops in coordination with the DCCW President and assigned Commission Chairs.

- Responsibility of the DCCW President to arrange for the keynote speaker.
- Responsibility of Commission Chair to arrange for commission workshops.

### **COMMISSION WORKSHOPS ROTATING YEARS AS FOLLOWS:**

|              |      |      |      |      |      |
|--------------|------|------|------|------|------|
| Spirituality | 2005 | 2008 | 2011 | 2013 | 2015 |
| Service      | 2005 | 2008 | 2011 | 2013 | 2015 |
| Leadership   | 2006 | 2009 | 2012 | 2014 | 2016 |
| Legislative  | 2006 | 2009 | 2012 | 2014 | 2016 |

## **DCCW PRESIDENT RESPONSIBILITIES**

1. The President is to put the Convention date on the Diocesan calendar. The President will be notified in the spring when this calendar planning meeting will occur. The President must notify the Bishop by letter as soon as the Convention plans are firm. His permission is required on all Convention speakers. In the letter, list the speakers along with their credentials and the title of their presentation.
2. Send out a “Call to Convention” letter to the Bishop, DCCW Spiritual Moderator, all DCCW board members, all affiliate presidents, unaffiliated parishes and missions, and Editor of the Intermountain Catholic. This “Call to Convention” should also be sent to the religious in the convents of the Diocese inviting them to join us. This should be done ninety (90) days prior to Convention. Those organizations that are unaffiliated with DCCW that list a contact person, should be notified through that person.
3. The “Call to Convention” should include (refer to previous “Call to Convention” as a guide):
  - A tentative agenda
  - Registration and hotel reservation forms which include deadline date for return, names, addresses, phone numbers, etc., where reservations can be sent.
  - Centerpieces donated by the affiliates should be requested at this time.
  - Request for any donations identified by the commission(s) featured, i.e., rosaries, eye glasses, socks, canned goods, personal hygiene items, etc., which should be brought to Convention.
4. Sixty (60) days before the Convention, the President should notify the Bishop and DCCW Spiritual Moderator to request a letter of welcome from them to be sent to the Convention Co-Chairperson (First Vice President/President Elect) to be included in the program booklet. Also, a return date should be included. (Note: Some Bishops prefer a draft of suggested letter.)

A short letter of invitation should be sent to the Bishop, the retired Bishop, the present Spiritual Moderator, the retired Spiritual Moderator and the Province Director. (They should always be included as our guests at Convention.) Also, note in the letter of invitation any duties they will be asked to perform, making sure they will be available at the times needed. For example, the Bishop usually is the main celebrant at the Convention Mass and delivers the Homily. The Bishop also presents the “Woman of the Year” awards. The DCCW Spiritual Moderator could say an opening prayer at the Convention, say prayers before meals, and help with the Installation Ceremony or Rite of Commitment, and assist the Bishop with “Woman of the Year” presentation. He also introduces priests and religious (obtain list from the Convention Registration Chair) at the Banquet as well as introduces the Bishop for his remarks.

Send invitation to the Chancellor of the Diocese and Vicar General of the Diocese to be our guests at the Banquet.

The President keeps in close touch with the Convention Chairperson, the Director of Meetings, Convention Co-Chairperson (First Vice President/President Elect) and their committees, and attends all Convention meetings.

The President is the honorary Chairperson of the Convention and oversees the entire Convention. At some point during Convention, she will formally and individually introduce and thank the Convention Chair and members of the Convention planning committee.

Written reports required before Convention are Annual Report and AWARE article-contact Deanery Presidents in February to get copies of their reports to use in preparing President's Annual Report. The AWARE article should be written with the idea it will be received in their Convention bags.

One week before Convention:

- Review complete Convention Guidelines Manual.
- Consult with DOM on final hotel contract numbers and verify complimentary rooms are reserved.
- Review complimentary registration and special seating arrangements with Registration Chairperson.
- Consult with Immediate Past President on head table and Banquet seating.
- Prepare script for Convention.

The President is responsible for obtaining and presenting the gifts to the Bishop and Spiritual Moderator (usually presented at the Banquet). We have been giving a monetary donation in the amount of \$50.00.

The President will consult with the Convention Co-Chairperson (First Vice President/President Elect) in suggesting and arranging for future keynote speakers. These contacts and arrangements should begin approximately 18-24 months in advance.

At the Board meeting prior to Convention, the President will ask for suggestions as to where the Convention Mass collection should be donated so it can be included in the Convention program book. Final suggestions need to be made in a motion, seconded, discussed and voted on.

The President should prepare a Membership Questionnaire to be included in the Convention packet, during her first year in office. This information will be used to assist the Past President, Chair of the Nominating Committee, put together a slate of officers to be presented during her second year of office.

## CONVENTION CHAIRPERSON RESPONSIBILITIES

The Convention Chairperson is the President of the Deanery hosting the Convention. Deanery rotation is as follows:

|                    |      |      |      |
|--------------------|------|------|------|
| Northern           | 2009 | 2013 | 2017 |
| Salt Lake          | 2010 | 2014 | 2018 |
| Eastern/Southwest* | 2011 | 2015 | 2019 |
| Wasatch            | 2012 | 2016 | 2020 |

\*Only one Deanery is designated as the Host Deanery; the other deanery assists as directed by the Host Deanery.

1. Convention Chairperson is responsible for the overall functions of the Convention. She should appoint the following chairpersons and committees well in advance; Hotel Reservation Chair, Publicity Chair, Convention Kit Chair and the Head Hostess/Hospitality Chair. They should be from the affiliates and the DCCW Board. These names should be forwarded to the DCCW President so that their names can be included on the forms to go out in the "Call to Convention". Names should also be forwarded to the Convention Co Chairperson (First Vice President/President Elect) for inclusion in the program book.
2. In addition to the Convention Committee Members, the Convention Chairperson should invite the DCCW President, Convention Co-Chairperson (First Vice President/President/Elect), the Director of Meetings, Convention Registration Chair and the Workshop Commission Chairs to all Convention meetings and keep them informed of everything.
3. Convention Chairperson will need to arrange for a Girl Scout Troop for the flag ceremony. The name of the scout troop leader, troop number, and where they are from should be sent to the Convention Co-Chairperson (First Vice President/President Elect) for inclusion in the program book.
4. Any meetings necessary to accomplish the planning of the Convention must be called by the Convention Chairperson.
5. All job descriptions should be copied and distributed to the committee members at least 180 Days (six months) in advance. Convention Registration and Hotel Chairpersons must receive a current DCCW roster.
6. Corsages are ordered for the DCCW President, the Keynote Speaker, current NCCW board members, and Province Director (if present). Cost of corsages will be paid from Convention expenses. Have Head Hostess give corsages to people at the head table, as designated. Obtain corsages from Woman of the Year Chairperson.
7. Convention Chairperson is responsible for giving a welcome at the onset of Convention. (Short and to the point on both Saturday and Sunday.)
8. Convention Chairperson must file a complete Convention report at the June Board meeting with copies going to the DCCW President and DCCW Secretary. The following items should be included in the report: samples of all forms, a complete Financial Report presented by the Treasurer, collection of Evaluation Forms and a Summary compiled by the Convention Co-Chairperson (First Vice President/President Elect) based on the Evaluation Forms, and a copy of the hotel contract, bill, and any recommendations for the next year's chairperson.

9. Banquet favors, if used, expense is to be paid by hosting deanery.
10. Ensure that all committee chairs understand completely their responsibilities and ensure that they are fulfilled.
11. Use evaluations, suggestions, anything used in the past to help plan for Convention. Keep very good records, as one year's work is completed, it is well to look to the next. From experience of the past comes opportunity for the future. Each committee should feel it is responsible for the success of their particular phase of the Convention. That is the only way to make the whole day perfect. Preparation is the key word for an interesting and purposeful Convention.

## CONVENTION CO-CHAIRPERSON RESPONSIBILITIES

The Convention Co-Chairperson is the DCCW First Vice President/President Elect. She is in charge of the program for the Convention. The Convention Co-Chairperson (First Vice President/President Elect) should be included in all the Convention meetings and work closely with the DCCW President, the Director of Meetings, the Convention Chairperson, and the Commission/Committee Chairpersons involved in the Convention and the Liturgy Committee in order to prepare the Convention program.

1. Co-Chairperson (First Vice President/President Elect) is responsible for setting deadlines for collection of written reports from the commission/committee chairpersons and the Treasurer, the minutes of the past Convention from the Secretary, the DCCW and Deanery Presidents' reports, and last Convention resolutions; she compiles these documents into an annual report. The cover for the annual report is usually the same as the Convention program. Copies must be made for all DCCW Board members and Affiliate Presidents. Deanery presidents will be given copies for their affiliate presidents at the Convention Board meeting and it will be their responsibility to forward the reports.
2. Co-Chairperson (First Vice President/President Elect) is in charge of planning the program booklet including the cover, artwork, and typing and organizing materials for the booklet. She prepares the program for the Banquet (printed on card stock paper) and the Mass booklets (prepared by the Liturgical Liaison). The welcome letters from the Bishop and the Spiritual Moderator (requested by letter from the President) are included in the program booklet. Copies must be made for Convention attendees.
3. Evaluation Forms should be prepared for the Convention kits. A copy from the previous year could be used or a new one written. It is also her responsibility to collect the Evaluation Forms and compile a summary to be given at the June Board meeting. She should make a copy of this summary for the Convention Chairperson's final report.
4. Co-Chairperson (First Vice President/President Elect) is responsible for the Our Lady of Good Council Award and is a member of the Credentials Committee.
5. Co-Chairperson (First Vice President/President Elect) assists the President at the Convention making announcements (including changes in the program, location of restrooms, etc.).
6. Convention Co-Chairperson (First Vice President/President Elect) is responsible for soliciting advertisers for the convention program to help defray cost of printing the Convention program. She should work in cooperation with Second Vice President (Ways & Means Chairperson) to ensure that potential donors/advertisers are only contacted by only one source.
7. Send a copy of Program and a thank you to the corporate sponsors. Send a copy of Program, Annual Report, and Banquet program to the Bishop's office two (2) days prior to Convention.

Our Lady of Good Counsel Award - The Convention Registration Chairperson and the Convention Co-Chairperson (First Vice President/President Elect) are responsible for calculating the winners and presentation of the awards. They determine the winners of the Our Lady of Good Counsel Awards by the following formulas:

**Most Miles Traveled** - Take the number of persons registered for Convention Package A from each parish or organization and multiply that number by the number of miles traveled one way from the affiliate parish address to the Metropolitan Salt Lake City area. (Permanent mileage chart has been compiled and is part of Convention Co-Chairperson's material.)

**Most Attendees** - Parish with the most ladies registered for Convention Package A.

These formulas will give each parish or organization an opportunity to win regardless of their membership and at the same time it will encourage more women to attend.

The results will be tallied by the Convention Registration Chairperson and presentation will be given by the Convention Co-Chairperson (First Vice President/President Elect). The presenter should give a brief explanation of the awards and announce second and third place winners. (Only the first place winners receive awards). When announcing, the winners, the final calculations for each winner should be given i.e. number of women, total miles traveled.

This Committee must notify the current holder of the awards and arrange for the awards to be brought to the Convention. Any affiliate who wins an award four consecutive years is entitled to keep the award. The Committee must then secure a new award with approval of the Board.

Miles to each parish are in "Trophy" file, and are calculated to "Salt Lake City area".

|                   |                      |                      |
|-------------------|----------------------|----------------------|
| <b>Most Miles</b> | 2000 Christ the King | 2007 Christ the King |
|                   | 2001 Christ the King | 2008 Christ the King |
|                   | 2002 Christ the King | 2009 Christ the King |
|                   | 2003 Christ the King | 2010 Christ the King |
|                   | 2004 St. Anthony     | 2011 Christ the King |
|                   | 2005 Christ the King | 2012 Christ the King |
|                   | 2006 Christ the King | 2013 Christ the King |

|                       |                               |                                   |
|-----------------------|-------------------------------|-----------------------------------|
| <b>Most Attendees</b> | 2000 St. Peters American Fork | 2007 Blessed Sacrament/St. Peters |
|                       | 2001 St. Peters American Fork | 2008 St. Peters American Fork     |
|                       | 2002 St. Peters American Fork | 2009 Blessed Sacrament            |
|                       | 2003 St. Peters American Fork | 2010 Blessed Sacrament            |
|                       | 2004 St. Rose of Lima, Layton | 2011 St. Anthony of Padua         |
|                       | 2005 St. Peters American Fork | 2012 Blessed Sacrament            |
|                       | 2006 St. Peters American Fork | 2013 St. Anthony of Padua         |

Credential Committee - The Convention Registration Chairperson and the Convention Co-Chairperson (First Vice President/President Elect) make up the credential committee. They prepare the Credential Report that will be presented by the Convention Registration Chairperson before each morning business session. This report states the number attendees which shall include delegates, guests, priests, religious, and the total Convention attendance.

The Convention Registration Chairperson needs to get a count of all the parishes for Package A to the Convention Co-Chairperson (First Vice President/President Elect) five (5) working days before the start of Convention. (This allows the Credential Committee time to figure the mileage ahead of time without the stress of trying to do the figuring during the weekend.) Any packages that come in after the deadline will not be considered.

## DIRECTOR OF MEETINGS (DOM) RESPONSIBILITIES

The Director of Meetings (DOM) will be appointed by the DCCW President. She is responsible for negotiations of all contracts with the hotel. Hotels are chosen based on fairness of price, functionality of facility, etc., and are reviewed by the DCCW President and Convention Chairperson at least one year prior to Convention. The DCCW President and Director of Meetings must both sign any contracts negotiated on behalf of the DCCW.

1. DOM is responsible for checking out the rooms needed and reserved for the Board Meeting, General Meetings, Banquet, Hospitality Suite, and Prayer Room.
2. DOM will request of the hotel, all tables needed, all equipment requested, such as microphones, VCR's, Screens, steps or additional platforms, flags and stands for the Flag Ceremony, etc.
3. All overnight rooms will be requested of the hotel by the DOM. The Hotel Reservations Chairperson will notify the DOM as to the amount of rooms needed within a time frame negotiated between them.
4. The DOM will also be responsible for negotiating catering contracts which will include the planning for the Social Hour before the Banquet, arranging for a bar, set ups and bartender. The Registration Chairperson will notify the DOM three days (72 hours) before Convention to give her a firm count of meals. It is best to give an exact count rather than add a few extra in case more women come. If they do not show, we are responsible for paying for the extras. If extra people show up, the hotel can accommodate them.
5. The floral arrangements from the business sessions can be used as table decorations throughout the Convention; however, if the DOM wants to arrange for different centerpieces for the Banquet, she may. (The hotel also has candles, etc., that can be used sometimes without charge.) Funds will not be taken out of the DCCW treasury for this purpose.
6. Convention Committee planning meeting should be arranged by the DOM with the hotel prior to Convention. The following members of the Committee should be invited to attend: DCCW President, Director of Meetings, Convention Co-Chairperson (First Vice President/President Elect), Second Vice President (Ways & Means Chairperson), Spiritual Commission Chair, Registration Chairperson, Convention Chair (Deanery President of hosting Deanery), Head Hostess, and the Liturgical Liaison.

**In the best interest of negotiations and coordination efforts, members of the Convention Planning Committee are requested to leave ALL contact with the hotel to the Director of Meetings.**

## SECOND VICE PRESIDENT RESPONSIBILITIES

The Second Vice President (Ways & Means Chairperson) is responsible for the Raffle items at the Convention and if so chooses, may appoint a committee to help her with this task.

1. She is in charge of contacting the Deaneries to secure prizes from each affiliate. Deanery Presidents should be contacted three to four months in advance about the prizes that are needed. Whether an item is to be used for the regular raffle or the silent auction shall be left to the discretion of the Second Vice President (Ways & Means Chairperson). Big prizes should be solicited from other sources as well. The Second Vice President (Ways & Means Chairperson) should work in cooperation with the Convention Co-Chairperson (First Vice President/President Elect) to ensure that potential donors/advertisers are only contacted by one source.
2. The special raffle item should be obtained immediately after each convention so it can travel to as many affiliates as possible in order to sell the maximum amount of raffle tickets. (Pending review as of November 10, 2012.)
3. A deadline date should be given to the Deanery Presidents to notify the Second Vice President (Ways & Means Chairperson) about their donations.
4. The only presale items will be the raffle item and \$100 cash prize. A letter should be sent to all Deanery Presidents encouraging them to pass the information on to their affiliates and asking the affiliates to sell raffle tickets at least two months before Convention (the affiliates need to supply their own tickets). Encouraging the raffle sales is very important. All tickets and monies should be given to the Second Vice President (Ways & Means Chairperson) at the Convention. (Pending review as of November 10, 2012.)
5. Tables need to be set up in the Convention hall so that prizes can be displayed throughout the Convention. The Director of Meetings (DOM) will make arrangements with the hotel for these tables. DCCW Raffle and Silent Auction use eight (8) tables, vendors use five (5) and NCCW use one (1), for a total of fourteen (14) tables.
6. The Second Vice President (Ways & Means Chairperson) is responsible for getting tickets to sell at the Convention, a container to put them in, and for promoting the sale of tickets throughout the Convention.
7. The Second Vice President (Ways & Means Chairperson) will be responsible for the raffle drawing at the close of Convention.
8. The Second Vice President (Ways & Means Chairperson) is responsible for the door prize give away, generally held on Saturday. The method of selection and the distribution of the prizes is up to the discretion of the Second Vice President (Ways & Means Chairperson).
9. The Second Vice President in consultation with the Diocesan Board will arrange for the sales tables. These should be limited as they are competing sources of revenue. All tables needed should be coordinated with the Director of Meetings (DOM). Change and money boxes should be asked for from the DCCW Treasurer well in advance of the Convention.
10. The raffle is our only fund-raiser, so pushing sales is very important. All monies collected from the raffle will be turned over to the DCCW Treasurer. The Treasurer will collect money periodically throughout Convention and be responsible for security of all cash boxes.

## CONVENTION REGISTRATION CHAIRPERSON RESPONSIBILITIES

The Convention Registration Chairperson will be appointed by the DCCW President. She accepts all registration forms and keeps an accurate account of all registrations, including record of date received. She will form a committee of hosting deanery members to assist her with the process. She works closely with the Hotel Reservation Chairperson, Convention Co-Chairperson (First Vice President/President Elect), the Woman of the Year Chairperson, the Sponsorship Chair, and the Director of Meetings (DOM).

Note: Many times the Woman of the Year names will be sent to the Registration Chairperson.

Convention Registration Chairperson arranges for:

- Registration Packet.
- Name Badges for the Convention attendees (which must include parish name); Add line to Registration form asking how registrants would like to be addressed. The nametags REALLY bold (separate line) that name with last name and parish smaller and under first name...on separate lines. Note: First time attendees get a special ID on their name badges.
- DCCW Treasury will pay for name tags and holders.
- Printing of meal tickets and special diet meal tickets (voting cards, if applicable).

Convention Registration Chairperson should photocopy all Convention checks before turning checks over to the DCCW Treasurer and ensure that all registration forms are date stamped. Checks should be turned over weekly-mail "Return Receipt Requested".

Convention Registration Chairperson must work with the DCCW President and the Sponsorship Chair to register all DCCW comps. The following individuals are usually our guests:

- San Francisco Province Director      Registration
- SLC Diocese Bishop                      Registration
- Special Guests                              Registration or Meals
- Spiritual Moderator                      Registration & Lodging
- Intermountain Catholic                 Registration
- Current NCCW Board Members         Registration/Lodging

Our Lady of Good Counsel Award – Convention Registration Chairperson is responsible to work with the Convention Co-Chairperson (First Vice President/President Elect) to determine the recipient of Our Lady of Good Counsel Award.

Credential Committee – Convention Registration Chairperson is co-chairperson of the Credential Committee along with the Convention Co-Chair and the Convention Registration Chairperson delivers the Credentials report during the morning business sessions at the Convention. The Convention Registration Chairperson needs to get a count of all the parishes for Package A to the Convention Co-Chairperson (First Vice President/President Elect) five (5) working days before the start of Convention. (This allows the Credential Committee time to figure the mileage ahead of time without the stress of trying to do the figuring during the weekend.) Any packages that come in after the deadline will not be considered.

Refer to **Convention Co-Chair Responsibilities** for a complete description of the Credential Committee and Our Lady of Good Council Award guidelines.

## Banquet Responsibilities:

- Banquet will be assigned seating based on date the registration was received.
- Table number assignments will be on the attendees Banquet meal ticket.
- Coordinate with DOM for diagram of Banquet tables, floor plan, and table numbering. Advise DOM of table number where special dietary needs are seated.
- Convention Registration Chairperson must notify the Director of Meetings three days (72 hours) before Convention with the final count on meals. No money or reservations will be taken the evening prior to or the evening of the Banquet.
- No registration refunds will be given after three days (72 hours), unless DCCW can resell the registration, as we have to pay for all meals ordered.
- Give DCCW Moderator a list of names of all priests and religious attending the Banquet by the Friday evening DCCW board meeting.

**Any expenses incurred, other than name tags and plastic holders, will be the responsibility of the Hosting Deanery.**

## **DCCW TREASURER RESPONSIBILITIES**

All Convention monies and bills should be handled by the DCCW Treasurer.

1. The DCCW Treasurer is responsible for writing the stipend checks for the convention speakers and giving to the respective commission chair or the DCCW President who will obtain the Thank You cards and write the note for their respective speaker. Funds for speaker fees and expenses, when applicable, will be transferred from the DCCW Keynote Speakers Funds. This transfer will be reflected in the Convention Financial Report. Convention workshop expenses including \$50.00 honorarium fees will be paid out of Convention Funds.
2. The Treasurer is part of the Convention Committee. She works closely with the Hotel and Registration Chairpersons assuring all checks received are deposited as soon as possible.
3. As soon as the Convention special raffle item is received, the Treasurer will issue payment accordingly.
4. The Treasurer must also arrange for the money boxes and change for the Registration Tables, Raffle Tables, and any others that need money or change at the Convention.
5. Raffle income should be totaled with Treasurer and Second Vice President (Ways & Means Chairperson) present. (This would include the Special Raffle Item, Raffle, and Silent Auction).
6. Treasurer is responsible for security of all cash throughout the Convention. Check with DOM for availability of hotel safe.
7. The Treasurer will prepare a final Convention Financial Report for distribution and review at the June DCCW Board meeting.

## HOTEL RESERVATION CHAIRPERSON RESPONSIBILITIES

The Hotel Reservation Chairperson is responsible for hotel reservations coming in by mail and coordinating these with the Director of Meetings (DOM).

1. A reservation form will be attached to the Call to Convention letter and those wishing to stay at the hotel will make reservations directly with the Hotel Reservation Chairperson.
2. A complete rooming list should be forwarded to the DOM within a time frame agreed upon. The DOM will contact the hotel after the Registration Chairperson forwards to her the housing list.

Note: The Hotel Registration Chairperson should photocopy all hotel reservation checks and hotel registration forms before turning them over to the DOM and DCCW Treasurer.

3. Checks should be immediately forwarded to the DCCW Treasurer on a weekly basis-mail "Return Receipt Requested".
4. The Hotel Reservation Chairperson always works through the DOM, not the hotel.
5. Make sure rooms are arranged for DCCW President, Spiritual Moderator, and guests of DCCW. (Obtain list of all comp rooms from DCCW President.)
6. Report any cancellations immediately to the DOM.
7. Work with DCCW President and Sponsorship Chairperson on rooms paid thru Sponsorship Fund.

## PUBLICITY CHAIRPERSON RESPONSIBILITIES

The Publicity Chairperson is responsible for all publicity for the Convention. She may select a committee to help her that begins three months (90 days) in advance or as soon as the "Call to Convention" is initiated.

1. It is important to contact the Intermountain Catholic and make arrangements for a notice of the Convention in "Around the Diocese". An ad may also be placed in the Intermountain Catholic before Convention registration deadline. Advertisement and cost thereof must be approved by DCCW board members. Cost will be paid from the Convention income.
2. Arrangements should be made with the Intermountain Catholic to come to the Convention as our guest. DCCW will pay the Convention registration for the Intermountain Catholic representative. Intermountain Catholic contact person is the Editor.
3. Four months (120 days) prior to Convention she may be asked to assist the DCCW President in developing a flyer that could be sent to all parishes and Catholic Women's groups in the Diocese asking them to announce the Convention at their meetings, from the pulpit, or attaching the flyer to their Sunday bulletin or bulletin board. The flyer should include brief schedule of events, Speaker (if available, a picture of key note speaker), dates, time, place and registration information

Any and all correspondence should be typed on DCCW letterhead.

Publicity is a very important part in the success of the Convention.

**Any expenses incurred, other than ad costs, will be the responsibility of the Host Deanery or Publicity Chairperson's parish.**

## CONVENTION KIT CHAIRPERSON RESPONSIBILITIES

The Chairperson should provide a Convention bag, folder or envelope to hold Convention materials such as the Convention program, reports, paper, pen or pencil.

1. Other freebies from the Chamber of Commerce or merchants in the area can be included.
2. The hotel that is hosting the Convention may give pens, pencils, pads, or other sundries used at their facility. The DOM should be the hotel contact for those amenities.
3. The program, reports, proposed resolutions for current Convention and any other handouts that are included in the Convention Kit should be given to the Convention Kit Chairperson at least five (5) working days prior to Convention. Any freebies should be given to the Convention Kit Chairperson at least thirty (30) days in advance. This will give the Convention Kit Chairperson time to organize the kits and have them ready and available for the Registration Committee.

In the past, board members have put the kits together after the Convention Board meeting which allows adequate time for insertion of last minute items. Ask each deanery and all host deanery affiliates to donate something for the bags.

**Any expenses incurred will be the responsibility of the Hosting Deanery.**

## HEAD HOSTESS HOSPITALITY CHAIRPERSON RESPONSIBILITIES

The Head Hostess is the chairperson of the Hospitality Committee. She must appoint a committee of women who will act as hostesses throughout the Convention (eight to ten women are generally a good number). This committee should be in evidence everywhere as greeters at the start of the Convention and continue until it convenes. The Head Hostess and the Hospitality Committee play an important role in the overall success of the Convention. **Any expenses incurred will be the responsibility of the Head Hostess/Hospitality Chairperson's Parish.** First impressions at the start of Convention, depicting friendliness, warmth, and a true welcome, pave the way for a successful Convention.

1. The Head Hostess and her Committee should be well informed as to the layout of the hotel, Convention hall, restrooms, phones, etc. Therefore, a meeting should be held at the hotel before the Convention convenes.
2. There should be hostesses at the hotel reservation desk to greet the attendees, help them with their luggage, and locate their rooms. There should be hostesses at the Convention Registration area to welcome the attendees and help them facilitate a smooth registration. Hostesses should be located inside the main Convention hall to assist the attendees in finding seats, getting them water, etc. Whatever they can do to make the attendees more comfortable should be done.
3. The Head Hostess and her committee should wear special badges (buttons with ribbons attached) that will be very visible and set them apart so everyone knows who the hostesses are.
4. The Head Hostess with help from her committee should be available to receive the center pieces and arrange them on the tables before the Convention begins. The center pieces will be used as door prizes and will be given away after lunch on Saturday. The hostesses will help the Second Vice President (Ways & Means Chairperson) award the centerpieces at that time.
5. The hostesses will monitor the back of the Convention hall to ensure that everyone can hear the speakers.
6. The Head Hostess is there to come to the rescue and see that everything runs smoothly. Some of the duties include keeping an eye on the head table, filling water glasses, and helping the speakers set up, if needed.
7. The Head Hostess is in charge of collecting all meal tickets, the counting of meal tickets, and take a head count for each meal. The Head Hostess passes this information on to the Director of Meetings. The Head Hostess needs to coordinate with the Registration Chairperson regarding special dietary needs. The Head Hostess should know the table number of where these special dietary needs are seated. NOTE: Tickets are not collected from the head table, but they should be included in the head count.
8. Corsages will be arranged for the Women of the Year by the Woman of the Year Chairperson and presented to the women when they register. Head Hostess will distribute corsages to people at head table as designated. DCCW will assume the cost of the corsages.
9. To be considerate of the speakers, the hostesses shall be seated after collecting the tickets.
10. Once the prayer service has begun anyone leaving the room or arriving late will not be allowed to enter until the prayer service has ended.

## WOMAN OF THE YEAR CHAIRPERSON RESPONSIBILITIES

She will be responsible for the Woman of the Year Awards.

1. Ninety days (90) prior to Convention she will send a letter to all parishes and women's groups in the Diocese. The letter will go to affiliate and unaffiliated, to explain the Woman of the Year presentation. If there is not a contact person or president of an organization, the pastor will be notified so that everyone in the Diocese has an opportunity to participate in the Woman of the Year. The letter should include suggestions on how to select the Woman of the Year and a deadline date and the fact that a brief resume of their woman should be included when they send her name in. This will be read at the time of the presentation. The letter should be filed in the Convention Guidelines.
2. The Chairperson must also order Our Lady of Good Council medals and engrave them with DCCW Woman of the Year and the date. It is nice to mount the medals on Our Lady of Good Counsel prayer cards, a doily, or something special. The Bishop presents these awards at the Convention Banquet.
3. Corsages will be arranged for the Women of the Year by the Woman of the Year Chairperson and presented to the women when they register. DCCW will assume the cost of the corsages. Head Hostess will distribute corsages to people at head table, as designated.
4. After all the names have been sent in the Chairperson should make a list of them by parish or organization along with the resumes, so that the presentation will run smoothly. The list only should be sent to the Convention Co-Chairperson (First Vice President/President Elect) to be included in the Convention program.
5. The Woman of the Year Chairperson should check with the Registration Chairperson because some Woman of the Year names may have been sent in with registration.
6. DCCW assumes the cost of medals and corsages.

A program could be planned to conclude the presentation of the awards.

## SPIRITUALITY COMMISSION CHAIRPERSON RESPONSIBILITIES

The Spirituality Commission Chairperson (SC) is in charge of planning and coordinating the Convention Board Meeting Prayer Service (usually held the evening before the Convention convenes), the morning praise and closing prayer at the Convention, and the Prayer Room. The SC works closely with the Director of Meeting (DOM), Convention Chairperson, Co-Chairperson (First Vice President/President Elect), and the Liturgical Liaison (LL) who handles all arrangements for the Mass.

1. All materials such as the prayer services, music, copyright information, readings, etc., for all prayer services and the Convention Mass (prepared by the LL) should be given to the Convention Co-Chairperson thirty (30) days before the Convention if it is to be included in the program. The SC will schedule all rehearsals for these Prayer Services and the LL will schedule all rehearsals for the Convention Mass.
2. If the Convention Mass is celebrated in a local church, the LL will liaise with the local Liturgy Committee and/or the Pastor. Mass at the Cathedral of the Madeleine is organized through and with the Office of Liturgy and Music at the Cathedral. It is not necessary to provide ushers, communion ministers or flowers. The LL will work with the Office at the Cathedral to organize lectors, intercessors and gift bearers for the Mass. Deanery hostesses will be needed to direct ladies to the correct doors and assist with loading and unloading buses. If the Mass is celebrated at the hotel, the Deanery Convention Chair will select a "Host Parish". Planning the Mass at a hotel involves much more preparation and falls under the duties of the Liturgical Liaison. The guidelines for Liturgy planning at a hotel follows under the responsibility of the Liturgical Liaison.
3. The SC coordinates the Prayer of the Faithful. Prayers will be presented by the DCCW Commissions during Mass.
4. DCCW officers, hosting Deanery officers, Convention Chairpersons, the DOM and invited guests (NCCW officers or Province Director) should be included in special parts of the Liturgy such as Presentation of the Gifts, Readings, etc. (Deanery Presidents may do the Presentation of the Gifts, Commission Chairs may read the Intentions.)
5. The Bishop, assisted by a Deacon, is usually the main Celebrant and Homilist at Mass. It is important to keep the Bishop and Deacon informed about the liturgical preparations, the Convention theme, music, readings, etc., and it is the responsibility of the LL to contact the Bishop and Deacon informing them of all the preparations.
6. The LL should reserve seats at Mass for Liturgical Ministers.
7. If the Board so chooses to take a collection for a needy charity during the Convention Mass, the LL will need to arrange for the collection and the collection baskets.
8. The Prayer Room should be located on the same floor as the Convention. The SC is responsible for its physical arrangement; a basket for intentions, which is offered at Mass, candles, music, books, flowers, pictures, banners, and statues add to the atmosphere of the Prayer Room. The DOM will make arrangements with the hotel for the Prayer Room.

## **CONVENTION MASS COORDINATION MASS IN A HOTEL**

### **Prior to Convention**

Liturgical Liaison (LL) will establish contact with the Host Parish. The LL compiles the Mass program with readings and songs, has the materials printed or provides the Vice President/President Elect with the materials for printing with the Convention program, and ensures that the materials are distributed prior to Mass.

### **At the Convention**

The Host Parish will perform the following liturgical duties:

1. Work under the direction of the LL and the SC.
2. Provide flowers for the head table/Mass (in front of the altar only).
3. Greet at Mass/hand out programs (ushers should be clearly identified).
4. Take collection.
5. Hand gifts to Gift Bearers (including prayer intentions from the Meditation room).
6. "Usher" Communion traffic as directed by the LL
7. Pick up any copies of programs left after Mass.
8. Take flowers to Banquet room.

Liturgical Liaison will:

Announce meeting/rehearsal times for liturgy participants and "Host Parish" at the close of the afternoon session.

Liaise with the Host Parish and remind them of their duties.

### **Immediately Before Mass**

The LL will welcome the congregation and give instructions to help Mass run smoothly including:

Collection details

Communion arrangements

Invite the congregation to keep their programs at the end of Mass or return them to an usher at the back of the room.

## IMMEDIATE PAST PRESIDENT RESPONSIBILITIES

The Convention Board meeting 'social' chairperson will be the Immediate Past President of the DCCW.

1. She will be responsible for organizing the social before the Convention Board meeting on Friday night. She can form a committee of Board Members to assist her. (The Past President have usually brought the food and drinks for the social)
2. She is also responsible for organizing the Rite of Commitment (non-election year) and the Installation Ceremony (election year).
3. The Immediate Past President should determine the gift to be given to the outgoing President. The time of the presentation can be determined by the Immediate Past President. Funds for the gift should be taken from the DCCW Treasury (up to \$50.00).
4. The Immediate Past President will be the Protocol Chairperson and will follow the Protocol Guidelines that are found in the Commission Resource Manual. She will also be responsible for all seating arrangements and will reserve any tables that are needed for special guests (i.e., extra speakers). She will distribute copies of the seating chart to all those seated at the head table as well as Head Hostess and DOM. In addition, she will provide place cards for the Head Table and place them at the beginning of each session and at the Banquet. (Place cards should be legible from a distance.)
5. She will display the DCCW Banner (with stand) and the Head Table cloth, if hotel room setup permits.

### **Installation Ceremony (DCCW Elected Officers)**

To be organized by the DCCW Immediate Past President and her Nominating Committee. They should choose an Installation Ceremony, make copies for all involved, obtain supplies, and prepare the Incoming Officers and the Installer for the Ceremony. (Depending on the Ceremony, Outgoing Officers may be involved.) The Nominating Committee needs to meet with all these people sometime during the Convention before the Ceremony to practice. The DCCW Spiritual Moderator installs the new officers at a designated time.

### **Rite of Commitment (Non-Election Year)**

The DCCW Immediate Past President is responsible for this. She must arrange for the candles for the DCCW President and each Deanery President. She must give copies of the Rite of Commitment to the participants and the Celebrant and explain their role. This ceremony is performed at a designated time in a non-election year. It is for the DCCW President and the Deanery Presidents to renew their commitment and dedication to the Diocesan Council of Catholic Women. The DCCW Spiritual Moderator is the Celebrant for the Rite of Commitment.

## **DCCW PARLIAMENTARIAN RESPONSIBILITIES**

The DCCW Parliamentarian is responsible for preparing and presenting the Resolutions at the Convention.

1. The Resolutions are written, keeping the Convention theme in mind and also workshops that have been presented during the Convention. Enough copies of the proposed Resolutions must be given to the Convention Kit Chairperson at least one week prior to Convention so that they may be included in the Kit. The proposed Resolutions will be read at the Convention by the DCCW Parliamentarian.
2. A copy of the approved Resolution/Resolutions from the previous year's Convention need to be given to the Co-Chairperson (First Vice President/President Elect) at least thirty (30) days before Convention to be included in the annual report.

The Parliamentarian is the official timekeeper at the Convention. She is expected to notify all speakers of their allotted time and signal when their time is up.

## COMMISSION COMMITTEE CHAIRPERSONS RESPONSIBILITIES

The DCCW Commission Chairpersons rotate each year planning the Convention workshops as stated on page 5. Two Commissions are usually spotlighted every year at the Convention.

1. Those that are presenting workshops are responsible for planning and obtaining speakers.
2. They work closely with the Convention Registration Chairperson and Co-Chairperson (First Vice President/President Elect) and the Director of Meetings (DOM). Any special equipment needed should be requested through the DOM.
3. All correct spelling of names should be forwarded to the Immediate Past President before Convention for name place cards.
4. \$50.00 stipends can be offered to the workshop speakers. Thank You Notes should be obtained prior to the convention. The stipend checks should be obtained from the DCCW Treasurer before the Convention.
5. Resumes should be obtained from all speakers so the Chairperson of the workshop can include pertinent information in her introduction.

Approved November 2, 2013

Committee Membership – Margaret Cragin-Masarone (Chair), Kathy Jones, Jeanne Audiss, Joan Erickson,  
Kathy Fazio