

**DIOCESAN COUNCIL  
OF  
CATHOLIC WOMEN**

**CONVENTION  
GUIDELINES**

**\*ANY CHANGES TO THE PROCEDURES SET FORTH IN THESE GUIDELIENS MUST GO THROUGH THE DCCW PRESIDENT FOR REQUIRED APPROVALS AND COMMUNICATION TO AFFECTED COMMITTEES.\***

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## DCCW PRESIDENT RESPONSIBILITIES

The DCCW President oversees the entire Convention and serves as Convention Chair. She keeps in close touch with all Convention Committee Chairs, and whenever possible, attends any Convention meetings.

- \_\_\_\_\_ With the Director of Meeting (DOM)/CO-DOM, set the Convention location, based on careful assessment of facilities and costs. *(ref. pg.18)*
- \_\_\_\_\_ Consult with Convention Co-Chair in suggesting and arranging for future keynote speakers.
  - Begin making these contacts and arrangements approximately 18-24 months in advance.
- \_\_\_\_\_ Set the date of the Convention – usually the last full weekend of April.
- \_\_\_\_\_ Recommend one (1) year prior to Convention, or as soon as contract is received from the hotel, the DCCW President and DOM/CO-DOM will review hotel contract. *(ref. pg.18)*
  - Include the President Elect if the contract will cover a convention during her term.
- \_\_\_\_\_ DCCW President and DOM must both sign all contracts negotiated on behalf of the DCCW. *(ref. pg.18)*
- \_\_\_\_\_ The DCCW President and DOM/CO-DOM will decide Convention Menus.
- \_\_\_\_\_ Put Convention date on the Diocesan calendar and Bishop’s calendar, as soon as it is known.
- \_\_\_\_\_ Set the theme of the Convention –Can reflect the NCCW’s theme for Convention.
- \_\_\_\_\_ Set the program of the Convention.
  - \_\_\_\_\_ Choose proposed keynote speaker, with suggestions from the DCCW Board.
  - \_\_\_\_\_ DCCW President with the approval of Advisory Board & Finance Committee will determine maximum amount allowable for FEES/honorariums to keynote and commission speakers, based on availability of funds in the Speaker’s Fund. *(ref. pg. 36)*
- \_\_\_\_\_ Prior to contacting speakers, including commission speakers, obtain written approval from the Spiritual Advisor and the Bishop.
  - In the letter, include speakers’ credentials.
- \_\_\_\_\_ Utilize the Diocesan “Lay Ministry Clearance Request” form, for all speakers.  
*(On Diocese website- operations/guest speaker clearance form)*
- \_\_\_\_\_ Work with the appropriate Commission Chairs to obtain speakers following the same protocol as for the keynote. *(ref. pg.36)*
- \_\_\_\_\_ Once approvals are received, send formal invitation to speakers.
  - DCCW President sends keynote letter.
  - Request Vitae to be used in Call to Convention
  - Request Bullet points of talk be received minimum of three (3) weeks before convention for use in writing resolutions
  - Commission Chairs send letters to their commission speakers. *(ref.pg 36)*
- \_\_\_\_\_ June board meeting
  - Add to agenda vote on monetary donations for bus transportation provider and the support of the Cathedral from convention profits.

- \_\_\_\_\_ Oversees Advertising and Publicity in the absence of Publicity Chair (*ref pg. 41*)
- \_\_\_\_\_ In consultation with the DOM/Co-DOM, Spirituality Chair, Liturgical Liaison, determine where the convention Mass will be held .(Preference: Cathedral).
- If Mass is at the Cathedral, or local parish, the Liturgical Liaison/Spirituality Commission Chair and Co-Chair will coordinate with the Cathedral/ Parish liturgical coordinator.
  - The Liturgical Liaison will submit appropriate requested paperwork (Cathedral request form online, “Scheduling an Event at the Cathedral” form).
  - If Mass is at the hotel, the DOM/CO-DOM will include Mass accommodations in the hotel negotiations. (*ref. pg. 18*)
- \_\_\_\_\_ After conferring with Ways & Means Chair, approve the number and type of vendors. (*ref. pg. 20*)
- \_\_\_\_\_ Approve requests from or solicit non-profit organizations wishing to exhibit information in the Convention hallway.(i.e. Diocesan Commission for People with Disabilities, CCS)
- Notify DOM/CO-DOM so they can arrange tables for them. (*ref. pg. 19*)
  - Always include a table for NCCW information near main room.
  - Locations determined by DCCW President and DOM/CO-DOM.
- \_\_\_\_\_ Approve requests from affiliates or organizations wishing to place flyers in the convention bags. (*ref. pg. 10*)
- All non-convention related literature to be inserted should meet the following criteria:
    - directly support the DCCW mission: to support, empower and educate in the areas of spirituality, leadership and service;
    - support an affiliate CCW or Catholics women’s group event;
    - be from a convention exhibitor or speaker;
    - be related to the convention theme or speaker topic.
- \_\_\_\_\_ Contact Convention Co-Chair/Ways & Means/Registration/Hotel/Leadership/Sponsorship chairs for revised forms, due December 30, minimum of two (2) weeks prior to packet printing. (*ref. pgs. 13, 20, 22, 26, 38 & 39*)
- \_\_\_\_\_ By January 15, collect and have Call to Convention packet material printed.
- Prepare packets using labels from DCCW Secretary.
- \_\_\_\_\_ In the Winter (January/February) Call to Board Meeting, solicit ideas regarding the Convention Mass collection recipients, limited to maximum of three (3), to be discussed and voted on at the Winter meeting.
- \_\_\_\_\_ At the Winter Board meeting (January/February), distributes Call to Convention packet to:
- The Bishop\*
  - DCCW Spiritual Advisor\*
  - All DCCW Board members\*
  - All affiliate Presidents\*\*
  - Deanery Spiritual Advisors \*
- \*If not in attendance, immediately mail the packets.
- \*\* If a Deanery has their meeting the next weekend, they may take affiliate packets. However, if an affiliate doesn’t attend the DP must immediately mail the packet.
- \_\_\_\_\_ *In addition*, mail Call to Convention packets to:
- Unaffiliated parishes and missions; mail to the pastor.
  - Unaffiliated organizations that list a contact person shall be notified through that person.
  - Editor of the Intermountain Catholic;
  - Religious sisters in our Diocese.

\_\_\_\_\_ “Call to Convention” Packet shall include: (Refer to previous year’s “Call to Convention” as a guide.)

- Official letter of invitation with all general convention information;
- A tentative agenda;
- Convention registration and hotel reservation forms which include deadline date for return, names, addresses (including e-mail address), phone numbers, etc., of where reservations can be sent;
- a flyer that promotes the Convention;
- Poster session information obtained from Leadership Commission Chair; (ref. pg. 38)
- Sponsorship guidelines and application, obtained from Sponsorship Chair; (ref. pg. 39)
- Request for advertising sponsors, obtained from Convention Co-Chair; (ref. pgs. 13-14)
- Request for centerpieces donated by the affiliates; within info letter;
- Request for fundraising items, obtained from Ways & Means Chair; (ref. pgs. 20-21)
- Request for donations identified by Service Commission Chair which should be brought to the Convention. (ref. pg. 37) within letter
- Woman of Year information is included in a separate envelope. (ref. pgs. 27-28)
- Throw down challenge flyer obtained from the Leadership Commission Chair. (ref. pg. 38)
- Dates to remember flyer (especially Deadlines).

\_\_\_\_\_ Sixty (60) days before Convention, request a letter of welcome from the Bishop and DCCW Spiritual Advisor.

- Request that the letter be sent to the Convention Co-Chair to be included in the program booklet. (ref. pg. 13)
  - Include a return deadline date.
  - Include previous year’s letter as a sample.

\_\_\_\_\_ Sixty (60) days before, send a short letter of invitation to the Bishop, DCCW Spiritual Advisor, current NCCW Officers, and Province Director.

- They are included as our guests at Convention.
- Also, note in the letter any duties they will be asked to perform, making sure they will be available at the times needed.
  - The Bishop usually is the main celebrant at the Convention Mass and delivers the Homily. (ref. pg. 30).
  - The Bishop also presents the “Woman of the Year” awards. (ref. pg.27) and gives a brief welcome at the banquet.
  - The DCCW Spiritual Advisor will be asked to give welcome, say prayers before meals, and help with the Installation Ceremony or Rite of Commitment (ref. pg. 29), and assist the Bishop with “Woman of the Year” presentation (ref. pg.27). He also introduces priests and religious at the Banquet, from a list supplied by Convention Registration Chair. (ref. pg. 23)
  - The Province Director and any NCCW Officers attending may be invited to speak at the Convention, are asked to assist at the NCCW information table, and may be asked to assist with the Installation/Recommitment Ceremony. (ref. pg. 32)

\_\_\_\_\_ Sixty (60) days before, send an invitation to the Vicar General and Vicar General Emeritus of the Diocese to be our guest at the Banquet.

\_\_\_\_\_ Provide the Convention Registration Chair (ref. pg. 22), Hotel Reservation Chair (ref. pg. 26), and DOM/CO-DOM (ref. pg. 18) with the list of all comps by set registration and hotel deadlines. The following individuals are usually our guests:

- San Francisco Province Director – Registration & Lodging; (Friday & Saturday)
- SLC Diocese Bishop – Registration;
- Special Guests - Registration or Meals, as applicable;
- DCCW Spiritual Advisor - Registration & Lodging;(Friday & Saturday)
- Intermountain Catholic Representative – Registration;
- Current NCCW Officers residing in Salt Lake Diocese – Registration & Lodging; (Friday & Saturday)
- DCCW President – Registration & Lodging (hospitality suite);

- Immediate Past President -adjoining room in hospitality suite which is at her own expense;
- DCCW President Elect – Registration & ½ Lodging;
- Speakers – Registration, Lodging (if out of town);
- Commission speakers – meal if close to their scheduled talk. (Breakfast or lunch)

\_\_\_\_\_ Consult with Convention Co-Chair in suggesting and arranging for future keynote speaker

\_\_\_\_\_ Write Annual DCCW President’s Report and submit to Convention Co-Chairperson by her requested deadline.  
\*\*Contact Deanery Presidents in February to get copies of their reports, to be used in preparing DCCW President’s Annual Report.

\_\_\_\_\_ Write AWARE article before Convention.

- The article should be written with the idea that the AWARE will be received in attendees’ Convention bags
- Also sent to those on distribution list who aren’t attending.

\_\_\_\_\_ Prepare a Membership Questionnaire with the Convention Co-Chair to be included in the Convention bag, during your first year in office.

- This information will be used to assist the Nominating Committee to put together a slate of officers to be presented during the DCCW President’s second year of office and will help the President Elect in making Commission appointments.
- Any questionnaire showing interest at the Deanery level shall be forwarded to the appropriate Deanery President.

\_\_\_\_\_ Send “Call to Meeting” for Convention Board Meeting along with menu choices, cost, and agenda.

\_\_\_\_\_ If desired, determine board thank-you gifts or table favors (at the personal expense of the DCCW President).

\_\_\_\_\_ Two (2) weeks before Convention:

- Review complimentary registrations, and special seating arrangements with Registration Chair. (*ref. pg. 12*)
- Consult with Immediate Past President on head table and special guests’ seating.
- Confirm attendance of organizations displaying in foyer/registration hall.

\_\_\_\_\_ One (1) week before Convention:

- Consult with DOM/CO-DOM to confirm:
  - Final hotel contract numbers;
  - Complimentary rooms and upgrades have been assigned;
  - Arrangements for audio-visual equipment needed by keynote/guest speakers;
    - Commission chairs will verify equipment needs for commission speakers.

\_\_\_\_\_ Prepare script for Convention.

- Be sure to include several reminders for attendees to visit the raffle and auction room.
- Announce to attendees during a Saturday Convention session, prior to the Mass, where Convention Mass collection will be donated & remind attendees envelopes are in Convention bags.
- If Mass is at the Cathedral, explain envelopes, which go in the first (and only) offertory collection.
  - Checks should be made payable to the DCCW.
- During Convention, formally and individually introduce and thank the Host Deanery President
- Present gift to the Province Director – usually at the conclusion of her prepared talk.
- Present gifts to the Bishop and DCCW Spiritual Advisor – usually presented at the Banquet.
- Provide Secretary with a copy of the script.

\_\_\_\_\_ Confirm travel dates and times, airport pick-up if needed, length of remarks, and supplies or other needs, for:

- Province Director
- Keynote speaker

- \_\_\_\_\_ Obtain gift for the Province Director – (usually \$50.00).
  
- \_\_\_\_\_ At Convention Board Meeting obtain checks from DCCW Treasurer for: (*ref. pg. 24*)
  - keynote speaker’s fee;
  - Bishop’s monetary donation; (usually \$100.00)
  - DCCW Spiritual Advisor’s monetary donation. (usually \$100.00)
  
- \_\_\_\_\_ Write “thank-you” notes for keynote speaker, Bishop, DCCW Spiritual Advisor, Province Director, and NCCW officers.
  
- \_\_\_\_\_ Following convention:
- \_\_\_\_\_ With the DOM/CO-DOM, review hotel bill and resolve discrepancies before approving it for payment. (*ref. pg. 19*)
  - Obtain a copy of the hotel evaluations summary from the Convention Co-Chair Immediate Past President for review prior to payment.
  
- \_\_\_\_\_ Submit all receipts to Treasurer within thirty (30) days of end of convention.

## HOST DEANERY PRESIDENT RESPONSIBILITIES

Host Deanery rotation is as follows:

Wasatch	2022	2027	2032
Northern	2023	2028	2033
Southwest	2024	2029	2034
Salt Lake	2025	2030	2035
Eastern	2026	2031	2036

Host Deanery President is responsible for supporting functions of the Convention. Use evaluations, suggestions, anything used in the past to help plan for Convention. Keep good records. As one year's work is completed, it is good to look to the next. From experience of the past comes opportunity for the future. Assure that each committee feels 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.

\_\_\_\_\_ Appoint the following chairs and committees well in advance, from the hosting Deanery affiliates:

- Convention Bags Chair
- Head Hostess/Hospitality Chair
  - Forward these names to the Convention Co-Chair for inclusion in the program book.
  - Forward these names to the DOM/CO-DOM, with phone number(s) and e-mail address(es). *ref. pg. 18)*

\_\_\_\_\_ Check with Registration Chair if assistants are needed at the registration desk, if so, how many and when.

\_\_\_\_\_ Check with Ways and Means Chair if assistants are needed or expected to assist in the dispersion of items on Sunday.

\_\_\_\_\_ Copy all job descriptions and distribute to Committee members, of the Host Deanery at the fall meeting prior to Convention.

\_\_\_\_\_ Ensure that Convention Bags and Head Hostess/Hospitality chairs understand completely their responsibilities to ensure that they are fulfilled.

- \*\*\* All volunteers are responsible for their own convention costs.

\_\_\_\_\_ Call any meetings necessary to accomplish the planning of the Convention.

\_\_\_\_\_ In addition to the Convention Committee members, the Host Deanery President shall invite the following persons to all Convention meetings and keep them informed of everything:

- DCCW President
- Director of Meetings (DOM/CO-DOM)

\_\_\_\_\_ Determine if daytime table favors will be given out; appoint a Deanery parish to purchase or make the items. (i.e. Candy, holy cards, etc.)

\_\_\_\_\_ At least four (4) months prior to the Convention, request from all affiliates a voluntary monetary donation (suggested \$50.00) toward the convention bags, in lieu of items.

- Instruct affiliates to make checks payable to "DCCW", to be sent directly to the DCCW Treasurer.

\_\_\_\_\_ Discuss with DCCW Treasurer an agreed upon timeframe for forwarding convention bags monetary donations from the DCCW Treasurer to the Host Deanery. (*ref. psg. 10 & 23)*



- \_\_\_\_\_ If necessary, request financial assistance from the DCCW, through the Treasurer. (*ref. pg. 24*)
- Although it is primarily the hosting Deanery's responsibility to cover their convention expenses, assistance is available from the established "Host Deanery" account, up to a maximum of \$500, if the hosting Deanery runs short of funds. Expenses must be directly related to hosting the convention. (*ref. pg. 10*)
  - Copies of receipts or other documentation shall be submitted to the Treasurer within thirty (30) days of the end of Convention. (Turn in receipts statement for any purchases made using the Host Deanery Fund.)
- \_\_\_\_\_ It is the host Deaneries responsibility to provide volunteers: if unable, after talking with your affiliate Presidents, Please contact another Deanery for assistance and advise the DCCW President so recognition can be given.
- \_\_\_\_\_ If Mass is held in the hotel, ensure that the Host Deanery understands their liturgical duties for a Mass in the hotel. (*ref. pg. 31*) including arranging for altar flowers at the expense of the Deanery.
- \_\_\_\_\_ Work with President to arrange for an organization, such as Girl Scout Troop, to present the flag ceremony.
- \_\_\_\_\_ Send the name of the organization leader, and pertinent information to the Convention Co-Chair for inclusion in the program book.
- \_\_\_\_\_ Give a welcome at Convention, both Saturday and Sunday.
- Short and to the point.
  - During the welcome, ~~introduce and~~ thank members of the hosting Deanery's Convention Planning Committee and introduce and thank the convention bag chair and hospitality/hostess chair.
- \_\_\_\_\_ Using hostesses as runners, facilitate the centerpieces door prize drawing, generally held on Saturday. (*ref. pg. 11*)

## CONVENTION BAGS CHAIR RESPONSIBILITIES

The Convention Bags Chair is responsible for obtaining the bags and contents therein, and for filling the bags prior to the Convention. She is appointed by the Host Deanery President.

All expenses incurred will be the responsibility of the Hosting Deanery. (*ref pg. 9*)

- Keep accurate, comprehensive records of expenditures, with appropriate receipts
- Submit a final copy to the Host Deanery President

\_\_\_\_\_ Several months in advance of the Convention, appoint/recruit a committee to assist with the Convention bags. Keep your Deanery President informed: share Committee member contact info with her & include her in meetings.

\_\_\_\_\_ Obtain a sufficient quantity of bags for the anticipated number of attendees.

- Packages A, B, and D receive bags.

\_\_\_\_\_ Items to be placed into the bags:

- Convention program (from the Convention Co-Chair); (*ref. pg. 13*)
- Reports and handouts requested by the DCCW President;
- Mass collection envelopes
- AWARE – (from the Convention Co-Chair who has it printed)
- Resolutions – (from the Parliamentarian)
- Suggested items to be placed in bags:
  - Folder or envelope for loose papers;
  - Pen or pencil;
  - Note pad or paper;
  - Free items from the Chamber of Commerce or area merchants;
  - Purchased or handmade favors provided by the Host Deanery
  - Promotional or advertising flyers from parish affiliates or other organizations;
    - All flyers of this type must have prior approval of the DCCW President. (*ref. pg. 4*)
  - Items donated by affiliates.
    - Affiliates are encouraged to donate money instead of specific items; however, some affiliates provide items that they wish to include in the bags. (*ref. pg. 8 for information about receiving monetary donations.*)

\_\_\_\_\_ Ask the DOM/CO-DOM to request from the hotel amenities such as pens, pencils, pads, etc.

\_\_\_\_\_ Establish a deadline of 6 PM. Friday of Convention for receiving all items to be placed in the Convention bags: the program, reports, other handouts, freebies, etc.

\_\_\_\_\_ Notify all Board members and affiliate Presidents of the deadline.

\_\_\_\_\_ The DCCW President must approve all special handouts for the bags.

\_\_\_\_\_ Stuff all items into the Convention bags before delivering the bags to the Convention registration table.

- a room at the hotel is designated for the bag stuffing on Friday evening. If necessary, plan on being at the Convention the night before.

## **HEAD HOSTESS HOSPITALITY CHAIR RESPONSIBILITIES**

The Head Hostess is the chair of the Hospitality Committee, and is appointed by the Host Deanery Pres. The Head Hostess and Hospitality Committee play an important role in the overall success of the Convention. First impressions at the start of Convention, depicting friendliness, warmth, and a true welcome, pave the way for a successful Convention. Smile!

- \_\_\_\_\_ All expenses incurred will be the responsibility of the Head Hostess/Hospitality Chair's Parish.
- \_\_\_\_\_ Appoint a committee of eight to ten women (or more) who will act as hostesses throughout the Convention.
  - Submit committee members and contact info to Host Deanery President and DOM/Co-DOM.
  - Submit plan of assignments for both days to Host Deanery President.
    - Includes bus loading for mass & Banquet
- \_\_\_\_\_ Hold a meeting at the hotel with the hostesses before the Convention convenes to assure their familiarity with the layout of the hotel, Convention hall, restrooms, phones, etc.
  - Obtain a Hotel map to give to hostesses for review
  - Make sure hostesses are familiar with who the DOM/Co-DOM and Registration Chair are in case any issues arise.
- \_\_\_\_\_ Assign hostesses to:
  - Hotel reservation desk to greet attendees, obtain bell hop assistance, and locate their rooms;
  - Convention Registration area to welcome attendees and help facilitate a smooth registration;
    - Be inside the main Convention hall to assist attendees in finding seats, etc.
  - Use previous Hospitality Chair's schedule as template
  - Collect all meal tickets. Optimal 2 people assigned to each door or buffet line. 4-5 spots (raffle room doors included)
  - Provide direction to the WOY for pictures and seating guests at the banquet room at 6:30 p.m. on Saturday evening of convention
- \_\_\_\_\_ Do whatever is necessary to make the attendees more comfortable.
- \_\_\_\_\_ Receive centerpieces and arrange them on the tables before the Convention begins;
  - Have volunteers to receive centerpieces in both registration area and raffle room Friday evening and Saturday morning
- \_\_\_\_\_ Assist Host Deanery President award the centerpieces after lunch on Saturday; (*ref. pg. 9*)
- \_\_\_\_\_ Have hostesses deliver the centerpieces to the winners, generally held on Saturday.
- \_\_\_\_\_ Place favors on the tables, if applicable.
- \_\_\_\_\_ If buses are used to transport attendees to Mass, direct them to the correct doors and assist with loading and unloading buses. (*ref. pg. 19*)
- \_\_\_\_\_ Place Banquet programs on tables, including head table (unless hotel chooses to place programs)
- \_\_\_\_\_ Due to Mass timing, some Hostesses will need to stay behind in order to put banquet Programs on the tables and collect banquet tickets at the doors.
- \_\_\_\_\_ Supply hostesses with special badges, or other identifying item, that will be visible and set them apart, so everyone knows who the hostesses are.

- \_\_\_\_\_ Monitor the back of the Convention hall to ensure that everyone can hear the speakers.
- \_\_\_\_\_ Check with DCCW President for special seating arrangements and location of reserved tables. (*ref pg. 26*)
- \_\_\_\_\_ Be available to come to the rescue and see that everything runs smoothly.
  
- \_\_\_\_\_ Duties include keeping an eye on the head table and assisting DOM/CO-DOM in helping the speakers set up, if needed.
- \_\_\_\_\_ As a courtesy to the speakers, hostesses shall be seated after collecting meal tickets.
- \_\_\_\_\_ Once the prayer service has begun, quietly assist latecomers to a seat (at the rear of the room, if possible) to avoid unnecessary disruptions.
- \_\_\_\_\_ Contact Ways and Means Chair as she may be asked to help sell raffle tickets and/or distribute raffle items on Sunday.
- \_\_\_\_\_ Keep accurate records of expenses, along with receipts. Submit a final copy to Host Deanery President within two (2) weeks post-convention.

## CONVENTION CO-CHAIR (FIRST VICE PRESIDENT/PRESIDENT ELECT) RESPONSIBILITIES

The Convention Co-Chair is the DCCW First Vice President/President Elect. She is in charge of the program for the Convention. The Convention Co-Chair shall be included in pertinent meetings. She works closely with the DCCW President/Convention Chair, DOM/CO-DOM, ~~Convention Chair~~, Spirituality Commission Chair and co-chair, and Commission and Committee Chairs involved in the Convention.

- \_\_\_\_\_ Provide DCCW President with advertising solicitation materials for inclusion in “Call to Convention,” prior to December 30. (*ref. pg. 4*)
- \_\_\_\_\_ Solicit advertisers for the Convention program to help defray program printing costs.
- \_\_\_\_\_ Mail solicitation letters to previous donors, and to potential new donors. (If large corporations are solicited, letters should be sent in the fall, prior to them setting their donations for the New Year)
- \_\_\_\_\_ Work in cooperation with Ways & Means Chair to ensure that potential donors/advertisers are only contacted by one source. (*ref. pg. 14*)
- \_\_\_\_\_ Deposit advertising monies received, using deposit slips and DCCW Endorsement stamp supplied by DCCW Treasurer. (*ref. pg. 18*)
  - Give DCCW Treasurer Copies of all deposited checks and deposit slips.
- \_\_\_\_\_ Obtain bids for all printing: AWARE, Evaluation, Membership survey, Annual Report, Women of Year Banquet brochure, Convention Program and WOY Booklet. Mass program booklet with readings and songs if Mass is held at the hotel prepared by the Liturgical Liaison thirty (30) days prior to Convention.
- \_\_\_\_\_ Set deadlines for collection of these annual report documents in conjunction with DCCW President’s deadlines:
  - \_\_\_\_\_ Written reports from commission and committee chairs;
  - \_\_\_\_\_ DCCW Treasurer’s annual financial report;
  - \_\_\_\_\_ Minutes of the past Convention from the DCCW Secretary;
  - \_\_\_\_\_ DCCW President’s report;
  - \_\_\_\_\_ Deanery Presidents’ reports;
  - \_\_\_\_\_ Last year’s approved Convention resolutions, obtained from Parliamentarian. (*ref. pg. 35*)
- \_\_\_\_\_ Compile these documents into an annual report; make copies for all DCCW Board members (including Deanery Spiritual Advisors) and Affiliate Presidents, to be distributed at the Convention Board meeting.
  - The cover for the annual report is usually the same as the Convention program.
  - Deanery Presidents will be given copies for their affiliate Presidents and Deanery Spiritual Advisors at the Convention Board meeting.
  - It will be the Deanery Presidents’ responsibility to forward the reports to affiliate presidents and their Deanery Spiritual Advisors.
- \_\_\_\_\_ Plan, type and organize the program booklet including the cover, artwork, and content materials, using previous program booklets as a guide for what to include.
  - Include the welcome letters from the Bishop and DCCW Spiritual Advisor. (*ref. pg. 5*).
  - *Make sure accurate photos are used.*
- \_\_\_\_\_ Make copies of the program booklet for all Convention package A, B, and D attendees
  - Give to Host Deanery for stuffing into the convention bags, prior to Convention Board mtg
  - Make two (2) extra copies for file.
- \_\_\_\_\_ If Mass is not at the Cathedral, print the Mass booklets (prepared by the Liturgical Liaison). (*ref. pg. 30*)

- \_\_\_\_\_ Prepare the program for the Banquet
- \_\_\_\_\_ Get Banquet menu from DOM/CO-DOM. (*ref. pg. 19*)
  - Get list of Woman of the Year Honorees from Woman of the Year Chair (*ref. pg. 27*)
    - It's imperative that the deadlines are adhered to
  - Print enough copies for all banquet attendees, including the head table.
  - Give Banquet programs to Head Hostess for hostesses to place on tables, at the discretion of the hotel.
- \_\_\_\_\_ Serve as co-chair of the Credential Committee along with Convention Registration Chair (*ref. pg.16*)
- \_\_\_\_\_ Prepare Evaluation Form, with DCCW President, summary and membership survey for the Convention bags.
  - A copy from the previous year could be used or a new one written.
  - Fold and insert into the programs.
- \_\_\_\_\_ Assist the DCCW President at the Convention making announcements (including changes in the program, location of restrooms, reminders to visit raffle and auction room, etc.)
- \_\_\_\_\_ Announce winners of the Our Lady of Good Counsel awards. (*ref. pg. 16*)
- \_\_\_\_\_ Send a copy of Program, Annual Report, and Banquet program to the Bishop's office for receipt at least two (2) days prior to Convention.
  - Advance copies shall also be given to the DCCW Spiritual Advisor and Vicar General for the Archives.
- \_\_\_\_\_ Send a copy of Program and a "thank you" to the business/organization sponsors who purchased full-page ads.
- \_\_\_\_\_ Send a photocopy of ad and a "thank you" to business/organization sponsors who purchased one-half page ads.
- \_\_\_\_\_ Send a "thank you" to all other non-CCW advertisers.
- \_\_\_\_\_ Submit all receipts to the Treasurer within thirty (30) days of the end of convention.

## AFFILIATE OF THE YEAR COMMITTEE RESPONSIBILITIES

The Chair of the Affiliate of the Year Committee is selected by the DCCW President from members of the Advisory Board.

The Affiliate of the Year Chair is responsible for submitting “blind” copies of the applications to the committee members, tallying the votes, notifying the top three finalists, but not their position in the vote, obtaining the engraved plaque and certificates, and the presentation of the Award.

- \_\_\_\_\_ By January 15th, the Chair is responsible for emailing the Award Criteria, Cover page, Application form, as well as sample questions to be answered on the affiliate’s application.
- \_\_\_\_\_ February 1<sup>st</sup>, Nominations open.
- \_\_\_\_\_ March 1<sup>st</sup>, is the deadline for submission of applications (No exceptions). This should give ample time for the committee to make an informed decision on the three winners.
- \_\_\_\_\_ The Chair will assign a number to each application and submit the “blind” copies *within one week* to the members of the committee for their vote. The Chair does not have a vote as she knows the names of all the applicants.
- \_\_\_\_\_ The nominee’s name may ONLY be used on the cover sheet of the application. Throughout the rest of the application, only pronouns such as “our affiliate”, etc. should be used. The entire Application must be submitted together in one email. Applications that are incomplete or do not follow instructions, will be disqualified.
- \_\_\_\_\_ After the votes have been tallied, the Chair will notify the DCCW President and committee members of the first, second, and third place winners.
- \_\_\_\_\_ Chair will notify the Top Three finalists, but not their position in the vote.
- \_\_\_\_\_ Chair (or her designee) is responsible for obtaining an Affiliate of the Year engraved Plaque, which will be kept by the winning parish, and a second and third place Certificate.
- \_\_\_\_\_ Presentation of award will be given by the Affiliate of the Year Chair.
  - \_\_\_\_\_ Give brief explanation of the award and announce the third and second place winners before announcing the first - place winner.
    - Second and Third place winners receive a certificate.
    - First place winner receives an engraved plaque
- \_\_\_\_\_ Chair shall give a copy of this year’s Affiliate of the Year award recipients to the Secretary for inclusion in her final Convention Report.

A permanent record of the award winners is kept in the Affiliate of the Year file maintained by the Chair of the Committee.
- \_\_\_\_\_ Submit all receipts to Treasurer within thirty (30) days of convention closing.

## **CREDENTIAL COMMITTEE RESPONSIBILITIES**

The Convention Registration Chair and Convention Co-Chair make up the Credential Committee. (*ref. pg. 14*)

\_\_\_\_\_ The Convention Registration Chair prepares the Credential Report and presents it before each morning business session.

- This report states the number of attendees broken down by Packages A, B, C & D, which shall include delegates, guests, priests, religious, and the total Convention attendance.

### **Our Lady of Good Counsel Award**

The Convention Co-Chair is responsible for calculating the winners and presentation of the awards.

\_\_\_\_\_ Obtain from the Convention Registration Chair a count by parish of all Package A's five (5) working days before start of Convention, to allow time to determine the winners. (*ref. pg. 23*)

- Any packages that come in after the deadline will not be considered for the Our Lady of Good Counsel award.
- \_\_\_\_\_ Credential Committee must notify the current holder of the awards and arrange for the awards to be brought to the Convention.

\_\_\_\_\_ The Convention Co-Chair calculates the winners of the Our Lady of Good Counsel in these two categories: most miles traveled; and most attendees.

- A Mission parish which has its own women's organization, whether affiliated or not affiliated will stand alone in calculations.
  - If they do not have a women's organization, their numbers will be added to the parish that serves the mission.

\_\_\_\_\_ To determine "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.

- Miles to each parish will be calculated to "Salt Lake City area," and a permanent mileage chart is kept in the "OLGC" file maintained by the Convention Co-Chairperson (First Vice-President/President Elect).

\_\_\_\_\_ "Most attendees" award is given to the Parish with the most ladies registered for Package A.

\_\_\_\_\_ Presentation of awards will be given by the Convention Co-Chair. (*ref. pg. 14*)

- Give a brief explanation of the awards and announce the third and second place winners before announcing the first place winners.
  - Second and third place winners receive a certificate.
  - First place winners receive awards, usually a statue of Mary, plus a Certificate.
  - When announcing the winners, give the final calculations for each winner, i.e. number of women, total miles traveled.

\_\_\_\_\_ Any affiliate who wins an award four consecutive years is entitled to keep the award.

- In the event that an award is kept by an affiliate, the Convention Co-Chair must secure a new award prior to the next year's Convention, usually a value of \$50.00.

\_\_\_\_\_ Convention Co-Chair shall give a copy of this year's Our Lady of Good Counsel award recipients to the Secretary for inclusion in her final Convention Report.

\_\_\_\_\_ A permanent record of award winners in both categories is kept in the "OLGC" file maintained by the First Vice President/President Elect.



\_\_\_\_\_ Submit all receipts to Treasurer within thirty (30) days convention close.

## DIRECTOR OF MEETINGS (DOM/CO-DOM) RESPONSIBILITIES

The Director of Meetings (DOM) and co-Director of Meetings CO-DOM) are appointed by the DCCW President. This position has a term limit of 3 years and is negotiable at the end of the term. In the best interest of coordination efforts, members of the Convention Planning Committee are requested to leave ALL contact with the hotel to the DOM/CO-DOM.

\_\_\_\_\_ Negotiate all contracts with the hotel.

- Hotels are chosen based on fairness of price, functionality of facility, etc.
- If Sheraton is contracted, in lieu of reward points, contract must state we will receive a gift certificate in an amount equal to the rewards points value to be redeemed for equivalent “night’s stay” at the Sheraton

\_\_\_\_\_ Obtain Sheraton Gift Certificate to be used in the raffle and give to Ways and Means Chair.

\_\_\_\_\_ With DCCW President, set Convention location, based on careful assessment of facilities and costs. *(ref. pg. 3)*

\_\_\_\_\_ With the DCCW President, sign all contracts negotiated on behalf of the DCCW. *(ref. pg. 3)*

- With DCCW President, also decide all menus.

\_\_\_\_\_ Confirm a Hotel contact on-site availability throughout the convention hours.

\_\_\_\_\_ Recommend one (1) year prior to Convention, or as soon as contract is received from the hotel.

- The DCCW President and DOM/CO-DOM will review hotel contract. *(ref. pg.3)*
  - Include the President Elec/Co-Chair if the contract will cover a convention during her term.

\_\_\_\_\_ If the DCCW President determines that Mass will be held at the hotel, the DOM/CO-DOM will include Mass accommodations in the hotel negotiations. *(ref. pg. 3)*

\_\_\_\_\_ Reserve rooms for:

- \_\_\_\_\_ The Friday evening Board Meeting;
- \_\_\_\_\_ Space for registration and registration tables; poster session
- \_\_\_\_\_ General Meetings;
- \_\_\_\_\_ Silent auction/raffle room;
- \_\_\_\_\_ Mass (if applicable);
- \_\_\_\_\_ Banquet;
- \_\_\_\_\_ Hospitality Suite and adjoining room;
- \_\_\_\_\_ Prayer Room;
- \_\_\_\_\_ Host Deanery workroom.

\_\_\_\_\_ Obtain from Host Deanery President a list of her convention committee chairs. *(ref. pg. 8)*

\_\_\_\_\_ Obtain from DCCW President a list of all comps. *(ref. pg. 5)*

- Review with DCCW President who will be receiving hotel contract comps.

\_\_\_\_\_ Obtain from Sponsorship Chair a list of all sponsorship recipients. *(ref. pg. 39)*

\_\_\_\_\_ Obtain from the Hotel Reservations Chair a list of all rooms needed, within a timeframe agreed upon. *(ref. pg. 26)*

\_\_\_\_\_ Request of the hotel:

- All overnight rooms; (honor special requests: ensure Ways and Means & Registration Chair is as close to venue as possible, and Immediate Past President is assigned room adjoining the hospitality suite.

- All tables needed:
  - Ask Ways & Means Chair for a list of tables needed for auction/raffle room & vendors. (*ref. pg. 20*)
  - Obtain from DCCW President a list of tables needed by hallway exhibitors. (*ref. pg. 4*)
  - All equipment requested, such as microphones, audio-visual equipment, screens, piano, steps.
  - Banquet centerpieces that can be provided at no cost, or a minimal cost.

\_\_\_\_\_ Negotiate catering contracts which will include:

- The planning for the no-host Social Hour before the Banquet;
- Arranging for bars, set ups and bartenders.
- Insist that the hotel have the banquet room ready to open the doors to guests promptly at 6:30 p.m.

\_\_\_\_\_ Obtain from Registration Chair a firm count of meals three (3) days before Convention.

(*ref. pg. 23*)

\*\*\*\* Give hotel an exact count rather than add a few extra in case more women come.

If they do not show, we are responsible for paying the extras. If extra people show up, the hotel can accommodate them.

\_\_\_\_\_ Give Banquet menu to Convention Co-Chair for Banquet Program. (*ref. pg. 14*)

\_\_\_\_\_ Give Board Dinner menu choices to DCCW President for Call to Meeting Letter

\_\_\_\_\_ Arrange a Convention Committee planning meeting at the hotel prior to Convention.

- Invite the following members of the Committee to attend: DCCW President, Convention Co-Chair; Ways & Means Chair, Hotel Registration Chair, Spirituality Commission Chair and co-chair, the Liturgical Liaison, Registration Chair, Host Deanery President, Head Hostess.

\_\_\_\_\_ If Mass is to be held at the Cathedral, arrange bus transportation.

- Contact Judge Memorial High School and Madeleine Choir School.
- If possible, arrange hotel shuttle for ladies needing special assistance who cannot climb onto the bus.

\_\_\_\_\_ Ask the Head Hostess to provide hostesses to direct attendees to the correct doors and assist with loading and unloading buses. (*ref. pg. 11*)

\_\_\_\_\_ Obtain from Convention Registration Chair a list of banquet table numbers where special dietary needs are seated. (*ref. pg. 23*)

\_\_\_\_\_ With the DCCW President, review hotel bill & resolve discrepancies before approving it for payment. (*ref. pg.7*)

\_\_\_\_\_ Obtain a copy of the hotel evaluations from the Immediate Past President for review prior to payment of the hotel bill. (*ref. pg. 33*)

\_\_\_\_\_ Arrange for experienced A/V person throughout convention

- Work with DCCW President and Commission chairs to set time for A/V person to practice with speakers and/or their presentation media format.

## WAYS & MEANS CHAIR (SECOND VICE PRESIDENT) RESPONSIBILITIES

The Ways & Means Chair (Second Vice President) is responsible for the raffle and silent auction at the Convention.

- \_\_\_\_\_ Appoint a committee to help with the raffle, ugly bag, and silent auction.
  - Schedule enough volunteers (contact Host Deanery if you need their assistance—how many, when, where) to keep the raffle/ugly bag/auction room open throughout the convention.
  
- \_\_\_\_\_ Obtain special raffle item (i.e, quilt) immediately after each convention. (if needed, up to \$250.00 available as Convention expense).
  
- \_\_\_\_\_ DCCW will provide \$100 cash prize as a raffle item. Confirm with Treasurer where cash payment will come from.
  
- \_\_\_\_\_ Contact the Deanery Presidents three (3) to four (4) months in advance to secure raffle and auction items from each affiliate.
  - Provide this information to DCCW President for inclusion in the Call to Convention, prior to Dec. 30. (*ref, pg. 4*)
  
- \_\_\_\_\_ Give Deanery Presidents a deadline date to notify the Ways & Means Chair about their donations.
  - The Ways & Means Chair shall decide whether an item is used for the regular raffle, or the silent auction.
  
- \_\_\_\_\_ Solicit big prizes from other sources as well. (i.e. Theaters, symphonies, businesses, eateries/restaurants, spas, resorts, sports teams, etc.)
  - Remember to use DCCW letterhead with written requests.
  - Keep in mind; large corporations set their charitable giving by Fall of previous year.
  
- \_\_\_\_\_ Coordinate with Convention Co-Chair to ensure that potential donors/advertisers are only contacted by one source. (*ref. pg.13*)
  - Provide Co-Chair with donors names for program printing and Thank You banners.
  - Make 2-3 extra- large paper banners to display in the auction room and convention hall thanking corporate donors.
  
- \_\_\_\_\_ Solicit and arrange for 3 vendors.
  - The Carmelite Nuns;
  - Magdalene Religious Goods & Immaculate Heart Religious Goods and Gifts (alternate if possible);
  - and one nonprofit -for example, Rural African Crafts, Beads for Life, etc.
  - Foyer exhibitors: *Diocesan Office of Disabilities, Catholic Community Services* (usually contacted by DCCW President).
    - The DCCW President must approve all vendors. (*ref. pg. 3*)
  
- \_\_\_\_\_ Ask vendors to contribute door prize(s) or raffle item(s).
  - This is in lieu of a percentage of sales.
  - Check with vendors if they have tickets and collection container for their door prize. Provide if needed.
  
- \_\_\_\_\_ Notify the DOM/CO-DOM of the number of auction/raffle and vendor tables needed. (*ref. pg. 19*)
  - Usually, raffle, ugly bag ( narrow tables work well for this), and silent auction use twelve to twenty12-20) tables, vendors use two (2) to three (3) each.
  
- \_\_\_\_\_ Ask for change and money boxes from the DCCW Treasurer in advance of the Convention. (more \$5, \$10, and \$20 dollar bills, than \$1 bills.)
  - Be prepared for Plastic, Electronic pay via the “square”. The Treasurer will provide: you will need a cellphone or tablet (& charging cord) to generate the transactions.

- Only trained volunteers may use the square. (ref. pg. 24)

\_\_\_\_\_ Get raffle tickets (8000 or more if needed at start of Convention) to sell at the Convention and containers to put them in.

\_\_\_\_\_ Set up tables in the Convention hall to display raffle, ugly bag and silent auction items throughout the Convention, along with signage, ugly bag and silent auction bidding sheets, and raffle ticket collection bags.

- Set opening bid and increments of increase on silent auction bidding sheets
  - Keep it simple, fair and affordable and FUN to encourage bidding
- Ugly bag opening bid is set at \$25.00 with varying increments of increase

\_\_\_\_\_ Periodically during the Convention, turn over excess money to the DCCW Treasurer. (ref. pg.25)

- DCCW Treasurer is responsible for the security of all cash. (ref. pg. 24)
- Keep your own tally of monies turned over to Treasurer

\_\_\_\_\_ Run the vendors' door prizes give away, if applicable, generally held on Sunday.

- The method of selection and distribution of prizes are at the discretion of the Ways & Means Chairperson.

\_\_\_\_\_ Run the raffle drawing and announce the ugly bag and silent auction winners at the close of Convention.

- Attach ticket to the item
- Raffle tickets are drawn in the silent auction room after it closes and attach to the numbered bag in order to save time;
- One member of each Deanery will assist with the drawing of the tickets;
- When announcing winners alternate raffle bags, silent auction and ugly purse (save quilt to end);
- Treasurer needs to be in the auction room to collect payments. (ref Treasurer page)

\_\_\_\_\_ Prepare tally sheets (item number and description, amount of bid, and paid column) for ugly bag and Silent auction items for ease of record keeping at pick up.

\_\_\_\_\_ Immediately following the adjournment of the Convention, all monies collected from the raffle and silent auction will be turned over to the DCCW Treasurer.

- Together, Ways and Means chair & Treasurer verify total monies acquired. (ref. pg. 25)

\_\_\_\_\_ Send thank-you notes to all vendors and supporting donors.

\_\_\_\_\_ Submit all receipts to Treasurer within thirty (30) days of end of convention.

## CONVENTION REGISTRATION CHAIR RESPONSIBILITIES

The Convention Registration Chair (someone with good computer expertise and organizational skills) will be appointed by the DCCW President. She works closely with the DCCW President, Hotel Reservations Chair, Convention Co-Chair, Woman of the Year Chair, Sponsorship Chair, and the DOM/CO-DOM.

- \_\_\_\_\_ Provide DCCW President with revised convention registration form, prior to December 30. (*ref. pg. 4*)
- \_\_\_\_\_ Stipulate all WOY -family and guests are on a separate page attached to the registration form.
- \_\_\_\_\_ Accept all registration forms.
- \_\_\_\_\_ Keep accurate account of all registrations, including package type, special dietary needs, first-time attendee, etc.
- \_\_\_\_\_ Date stamp all registration forms. Date Received determines banquet seating.
- \_\_\_\_\_ Photocopy all Convention checks received.
- \_\_\_\_\_ Notify Woman of the Year Chair immediately if any “Woman of the Year” information forms are mistakenly submitted with their convention registration. (*ref. pg. 27*)
- \_\_\_\_\_ Verify with Cathedral CCW President that the Cathedral Pastor is registered for the banquet.
- \_\_\_\_\_ Deposit monies received, using deposit slips supplied by DCCW Treasurer. (*ref. pg. 24*)
  - Give DCCW Treasurer copies of all deposited checks with attached deposit slip.
  - All checks with stamped (DCCW stamp available) or handwritten endorsement
- \_\_\_\_\_ Form a committee to assist with the registration packet process, and to staff the convention registration desk.
  - Recommended to contact Host Deanery for volunteers for registration table.
- \_\_\_\_\_ Direct convention registration desk volunteers to distribute corsages to the Women of the Year and appropriate registrants when they register- (*ref. pg. 27*)
- \_\_\_\_\_ Make name badges for Convention attendees, which must include parish name.
  - DCCW Treasury will pay for name badges and holders. Other expenses must be approved by the DCCW President.
- \_\_\_\_\_ On the name tags, REALLY BIG & BOLD (on a separate line) the name registrant prefers to be addressed by, with last name and parish in smaller type and underneath the first name on separate lines.
- \_\_\_\_\_ Obtain ribbons for DCCW Officers, Immediate Past President, Past DCCW President, First-time attendees, Spiritual Advisor, Board Members, Parliamentarian, and Convention Committee (convention expense: turn in receipts).
  - Give a list of Past Presidents attending the general session to the DCCW President.
- \_\_\_\_\_ Print meal tickets and special diet meal tickets.
- \_\_\_\_\_ Arrange for assembly of registration packets.
- \_\_\_\_\_ Obtain from DCCW President a list of all comps. (*ref. pg. 5*)
- \_\_\_\_\_ Obtain from Sponsorship Chair a list of all sponsorship recipients (for Registration Chair only). (*ref. pg. 41*)

- \_\_\_\_\_ Serve as co-chair of the Credential Committee along with the Convention Co-Chair. (*ref. pg. 16*)
- \_\_\_\_\_ Deliver the Credential report during the morning business sessions at the Convention. (*ref. pg. 16*)
- \_\_\_\_\_ Give a count of all the parishes for Package A to the Convention Co-Chair five (5) working days before the start of Convention to facilitate the Our Lady of Good Counsel Awards. (*ref. pg. 16*)
- \_\_\_\_\_ Forward a list of all registrants and packages for each affiliate to Leadership Comm. Chair five (5) days prior to convention, necessary to determine Throw Down Challenge winners for Pkg. A and Pkg. B (*ref pg. 38*).

**Banquet Responsibilities:**

- \_\_\_\_\_ Assign Banquet seating based on date the registration was received.
  - Strive to accommodate requests for Women of the Year guests to be seated together.
- \_\_\_\_\_ Obtain from Immediate Past President a list of people to be seated at the head table for the Banquet. (*ref. pg. 32*)
  - Must be done two (2) weeks prior to banquet
- \_\_\_\_\_ Obtain from DCCW President any guests needing special seating
  - Must be done two (2) weeks prior to banquet
- \_\_\_\_\_ Print table number assignment on attendees' Banquet meal ticket or name badge.
- \_\_\_\_\_ Coordinate with DOM and copy the CO-DOM for the diagram of Banquet tables, floor plan, and table numbering.
- \_\_\_\_\_ Email Hotel with table diagram and table numbers 5 days prior.
- \_\_\_\_\_ Advise DOM/CO-DOM and hotel of table numbers where special dietary needs are seated. (*ref. pg. 19*)
  - Needs to be done one (1) week prior to banquet.
- \_\_\_\_\_ Notify the DOM and copy the CO-DOM three (3) days before Convention with the final count on meals. (*ref. pg. 19*)
  - No money or reservations will be taken the evening prior to or the evening of the Banquet.
  - No registration refunds will be given within three (3) days of the convention, unless DCCW can resell the registration, as we have to pay for all meals ordered.
- \_\_\_\_\_ Give DCCW Spiritual Advisor a list of all priests, deacons and religious attending the Banquet by the Friday evening DCCW board meeting. (*ref. pg. 5*)
- \_\_\_\_\_ Submit all receipts to Treasurer within thirty (30) days of end of convention.
- \_\_\_\_\_ Give AWARE editor an alphabetic copy of attendees, to allow for sending it to those who didn't receive it at convention. (If possible sort by Deanery)

## DCCW TREASURER RESPONSIBILITIES

The DCCW Treasurer is part of the Convention Committee. She is responsible for all Convention revenue and bills and for security of all cash boxes during the Convention. She works closely with the Ways & Means Chair, Convention Registration Chair, and Hotel Registration Chair.

- \_\_\_\_\_ Promptly deposit all monies received.
  
- \_\_\_\_\_ Instruct Convention Co-Chair, Convention Registration Chair and Hotel Reservation Chair on the method for handling monies they receive. (*ref. pgs. 13, 18 & 26*)
  - After these chairs make copies of all checks received, they will deposit monies into the DCCW checking account using deposit slips provided by the DCCW Treasurer and then hand deliver or mail copies of the deposit backup promptly to DCCW Treasurer.
  
- \_\_\_\_\_ Pay Convention invoices and requests for reimbursement as soon as they are received.
  
- \_\_\_\_\_ Prior to January Board meeting, if Mass is to be at the Cathedral, verify with the Cathedral Office of Liturgy whether we will be able to have a DCCW collection.
  - Arrange preparation of Envelopes to be placed in each Convention bag: *Make sure this is announced several times during the day of Mass*
  - Prepare and deliver additional special DCCW collection envelopes to the Office of Liturgy one (1) week prior to the Convention, if applicable
  - The Treasurer is responsible for obtaining the mass collection: Coordinate with Cathedral Personnel.
  
- \_\_\_\_\_ Write checks for:
  - Keynote speaker's honorarium - give to DCCW President just before the start of Convention; (*ref. pg. 7*)
    - Pay Keynote Speaker(s) & commission speaker's fees, honorariums, & expenses, out of the General Fund; then transfer from Speaker's Fund back to General Fund.
  - Commission workshop speakers - give to respective commission chairs just prior to the start of the Convention. (*ref. pg. 36*)
  - Monetary gifts for the Bishop and DCCW Spiritual Advisor. (*ref. pg. 7*)
  
- \_\_\_\_\_ Send check(s) to Host Deanery for monetary convention bag donations received from affiliates, at an agreed upon timeframe. (*ref. pg. 8*)
  
- \_\_\_\_\_ Determine from Sponsorship Chair the total amount of sponsorships awarded. (*ref. pg. 41*)
  - Transfer this amount from the Sponsorship account to General Funds.
  
- \_\_\_\_\_ If requested by the Host Deanery President, provide financial assistance from the DCCW's "Host Deanery" account, making sure that all requirements specified in the DCCW's Standing Rules are complied with (*ref. pg. 9*)
  
- \_\_\_\_\_ Prepare envelopes for Convention Mass Collection and give to Convention Host Deanery President to be added to the Convention bags.
  
- \_\_\_\_\_ Coordinate with Cathedral personnel to obtain monies from the mass collection.
  
- \_\_\_\_\_ Supply money boxes and change for the Registration table, Raffle Room, banquet, and any others as needed (i.e., book or CD sales tables). \*\*\*\* Secure "The Square" electronic pay for credit cards. Instruct in use. Limit number of trained volunteers and devices used.
  
- \_\_\_\_\_ Check with DOM/CO-DOM for availability of hotel safe or make other arrangements to ensure security of all cash throughout the Convention. (*ref. pg. 21*)



- \_\_\_\_\_ Periodically pick up excess money from Raffle Room cash boxes and transfer to hotel safe. (*ref. pg. 21*)
  - Have Ways & Means Chair or her designee verify amount of money that is removed.
  - For security, have someone accompany you when transporting money.
  
- \_\_\_\_\_ The Treasurer needs to be in the auction room to collect payment when attendees are picking up the items they won.
  
- \_\_\_\_\_ Count raffle, ugly bag, and silent auction income with the Ways & Means Chair present, immediately following Convention adjournment. (*ref. pg. 21*)
  
- \_\_\_\_\_ Prior to June board meeting contact all who may have incurred expenses to submit receipts. Prepare a final Convention Financial Report for distribution and review at the June DCCW Board meeting.
  - Include all monies received, monies paid out, and transfers between accounts.
  - Give a copy to the DCCW Secretary for her final packet. (*ref. pg. 34*)

## HOTEL RESERVATION CHAIR RESPONSIBILITIES

The Hotel Reservation Chair is appointed by the Convention Chair. She is responsible for hotel reservations coming in by mail and coordinating these with the DOM/CO-DOM. The Hotel Reservation Chair always works through the DOM/CO-DOM, not the hotel.

- \_\_\_\_\_ Provide DCCW President with revised hotel registration form, prior to December 30. (*ref. pg. 4*)
- \_\_\_\_\_ Receive all hotel reservation forms and money.
- \_\_\_\_\_ Date stamp all hotel reservation forms.
- \_\_\_\_\_ Photocopy all hotel reservation forms and checks.
  - Write Check number and amount on original reservation form
  - Bring Hotel Reservation forms to Convention in case of discrepancies.
- \_\_\_\_\_ Endorse and Deposit monies received, using deposit slips supplied by DCCW Treasurer. (*ref. pg. 24*)
  - Give DCCW Treasurer copies of all deposited checks.
- \_\_\_\_\_ Obtain from DCCW President a list of all complimentary rooms. (*ref. pg. 5*)
- \_\_\_\_\_ Obtain from Sponsorship Chair a list of sponsorship recipients. (*ref. pg. 41*)
- \_\_\_\_\_ DOM/CO-DOM Maintain a complete rooming list of all reservations, to include paid reservations, sponsorships, and comps.
  - Make sure to include rooms for DCCW President, first VP-Pres elect, DCCW Spiritual Advisor, and guests of DCCW
  - Immediate Past President –will be assigned to the-adjoining room to the hospitality suite at her own expense based on the standard convention room rate.
  - Make sure all special room requests are noted, esp. Ways and Means Chair and Registration Chair if requested----need quick access to venue.
- \_\_\_\_\_ Forward a complete rooming list to the DOM/CO-DOM within a time frame agreed upon. (*ref. pg. 18*)
- \_\_\_\_\_ Report any cancellations immediately to the DOM/CO-DOM.
- \_\_\_\_\_ Submit all receipts to Treasurer within thirty (30) days of convention end.

## WOMAN OF THE YEAR CHAIR RESPONSIBILITIES

The Woman of the Year Chair (WOY) is appointed by the DCCW President, and is responsible for all aspects of the Woman of the Year Awards. This position has a term limit of three (3) years and is negotiable at the end of the term. This is a special life-time achievement event for these women and their guests. As such, we must do all we can to assure all women are treated with honor and respect throughout the award presentation.

DCCW assumes the cost of the award, i.e. Our Lady of Good Counsel medals and corsages.

\_\_\_\_\_ Prepare a WOY envelope packet to give the DCCW President to include in the Call to Convention Packet, by Dec 30, to explain the Woman of the Year presentation. It should contain all necessary forms and rules. Explain in the letter that the picture of all WOY honorees will be taken at 6:30 p.m. on Saturday before the banquet begins.

- If there is not a contact person or President of an organization, notify the pastor so everyone in the Diocese has an opportunity to participate.
- Include suggestions on how to select the Woman of the Year.
- Include a hard deadline date and the fact that a brief resume of their honoree must be included when they submit her name, to be read at the time of the presentation.
  - If resume is over 100 words the WOY chair will edit the resume.
  - Information and bio must be submitted by the deadline-NO EXCEPTIONS. If not submitted by the deadline, it will not be included in the program and the booklet

\_\_\_\_\_ Order “Our Lady of Good Council” medals and engrave them with “DCCW Woman of the Year” and the date.

- Mount the medals on Our Lady of Good Counsel prayer cards, a doily, or something special.
- The Bishop presents the awards at the Banquet, with help from the DCCW Spiritual Advisor. (*ref. pg. 5*)

\_\_\_\_\_ Order corsages for the Women of the Year.

\_\_\_\_\_ Give corsages to Convention Registration Chair for distribution during check-in (*ref pg 22*)

\_\_\_\_\_ Give name of co-presenter to DCCW President and Convention Co-chair for inclusion in Convention and Banquet programs

\_\_\_\_\_ Check with the Registration Chair in case some Woman of the Year names and resumes were mistakenly sent in with the convention registrations. (*ref. pg. 22*)

\_\_\_\_\_ The award presentation shall begin as soon as the head table is done eating.

\_\_\_\_\_ The doors at the banquet will open immediately at 6:30 p.m. and all WOY will proceed to designated area to have their photo taken by the Intermountain Catholic before the banquet begins.

\_\_\_\_\_ Make a list of all Woman of the Year honorees by parish or organization along with the resumes, so the presentation will run smoothly.

- Keep script in binder
- Practice – call if correct pronunciation is needed
- Read only one or two bullet points from the bio (no personal remarks)
- Any script handed to WOY hosts during the ceremony will not be read (in addition to the bio)

\_\_\_\_\_ Send the list only (not the resumes) to the Convention Co-Chair to be included in the Convention program and the Banquet program. (*ref. pg. 14*)

\_\_\_\_\_ A separate program will be prepared with every WOY bio listed with a picture, by Deanery, for every banquet attendee to refer to. This will list the full bio on each woman and will be a keepsake for WOY and their family to take home with them.

- Southwest Deanery and Eastern Deanery will be listed at the beginning of the WOY program every year and the remaining three (3) deaneries will rotate positions on the program following Southwest and Eastern.

\_\_\_\_\_ Plan a music program to conclude the presentation of the awards honoring all WOY.

- The song should relate to the honor and gratitude being shown to these women of faith.
- Any stipend for live musicians needs the approval of the DCCW President.

\_\_\_\_\_ Arrange to have a Host Deanery hostess at each stair of the presentation platform.

- Have chairs available for them to sit during the presentation.

\_\_\_\_\_ Submit all receipts to Treasurer within thirty (30) days of convention end.

## SPIRITUALITY COMMISSION CHAIR RESPONSIBILITIES

The Spirituality Commission Chair (SC) and co-chair are 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 and co-chair work closely with the DOM/CO-DOM, Convention Chair, Co-Chair, and the Liturgical Liaison (LL)

- Even numbered years, with DCCW President, obtain workshop speaker
- In Absence of Liturgical Liaison, Spirituality Commission Chair and co-chair assumes these responsibilities. (*ref pg 30*)

\_\_\_\_\_ Thirty (30) days before the Convention, give the following materials for all prayer services to the Convention Co-Chair, if it is to be included in the program:

Prayer services scripts;  
Music;  
Copyright information;  
Readings;  
Other items.

\_\_\_\_\_ Arrange for music for the prayer services.

- The cost of hiring musicians or singers must have prior approval of the DCCW President and Finance committee.
- If approved, such expenses will be paid from Convention funds.

\_\_\_\_\_ Schedule all rehearsals for the prayer services.

\_\_\_\_\_ Make all physical arrangements for the Prayer Room, to include a basket for intentions which is offered at Mass, and items such as candles, music, books, flowers, pictures, banners and statues that add to the atmosphere of the Prayer Room.

- Responsible for transport of prayer room intention basket to and from Cathedral Mass.

\_\_\_\_\_ Make all physical arrangements for the environment table in front of the head table.

\_\_\_\_\_ Contact the DOM/CO-DOM to ensure that she has made arrangements with the hotel for:

- The Prayer Room, to be located on the same floor as the Convention;
- Any AV equipment needed;
- Any physical arrangements needed for the environment table in front of the head table.

\_\_\_\_\_ Submit all receipts to Treasurer within thirty (30) days of conventions end.

\_\_\_\_\_ Prepare a script for the Prayers of the Faithful for the Mass, *if Mass is held at the hotel*. (*ref. pg. 30*)

- Prayers will be presented by the DCCW Commissions Chairpersons during Mass.

## LITURGICAL LIAISON (MASS COORDINATOR) RESPONSIBILITIES

The Liturgical Liaison (LL) handles all arrangements for the Convention Mass. In the absence of a Liturgical Liaison, the Spirituality Commission Chair and co-chair are responsible for these duties. Every attempt will be made to have Mass at the Cathedral of the Madeleine.

\_\_\_\_\_ May include DCCW officers, Deanery Presidents and invited guests (NCCW officers or Province Director) in special parts of the Liturgy such as Presentation of the Gifts, Reading (invited and chosen from Commissioned lectors, who are DCCW members, by the DCCW President), etc.

- Usually, Deanery Presidents do the Presentation of the Gifts
- Usually, Commission Chairs read the Mass Intentions (prepared by the Spirituality Commission Chair and co-chair, if Mass is held at the hotel. (*ref. pg. 29*))

\_\_\_\_\_ Keep the main Celebrant and Homilist informed about the liturgical preparations, Convention theme, music, readings, etc. (If Mass is at the Cathedral they decide music)

- The Bishop, assisted by a Deacon, is usually the main Celebrant and Homilist at Mass.
- Includes: Vicar General, Vicar General Emeritus; Spiritual Advisor, Cathedral Pastor

\_\_\_\_\_ Reserve seats at Mass for Liturgical Ministers and gift bearers. Specific to location needs.

\_\_\_\_\_ Advise the DCCW President of any special announcements which need to be made relative to attending Mass at the Cathedral.

**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, intercessors, communion ministers or flowers.

\_\_\_\_\_ Work with the Cathedral Office of Liturgy to organize lectors and gift bearers for the Mass.

\_\_\_\_\_ Liturgical Liaison/Spirituality Chair need to take the basket of intentions from the Prayer Room to be presented at mass at the Cathedral.

### **MASS IN A LOCAL CHURCH:**

\_\_\_\_\_ If the Convention Mass is celebrated in a local church, liaise with the parish liturgical Coordinator and/or Pastor.

\_\_\_\_\_ Seek permission of the Pastor to have a special collection at Mass, and determine how the money will be collected, counted and presented to the DCCW.

### **MASS AT A HOTEL:**

Planning the Mass in a hotel involves much more preparation. The Liturgical Liaison (LL) will coordinate all aspects of Mass in a hotel.

\_\_\_\_\_ Compile the Mass program booklet with readings and songs, if Mass is held at the hotel.

\_\_\_\_\_ Thirty (30) days before Convention, give to Convention Co-Chair so she can arrange for printing.  
(*ref. pg. 13*)

\_\_\_\_\_ Schedule all rehearsals for the Convention Mass.

\_\_\_\_\_ If the Board chooses to take a collection during Mass, arrange for the collection and the collection baskets

- **Prior to Convention**

\_\_\_\_\_ Establish contact with the Host Deanery ~~Parish~~ and remind them of their liturgical duties, for Mass at the hotel which include: (*ref. pg. 8*)

1. Work under the direction of the Liturgical Liaison.
2. Greet at Mass/hand out programs (assure that ushers can be clearly identified).
3. Take collection, if applicable.
4. Hand gifts to Gift Bearers (including prayer intentions from the Meditation room).
5. “Usher” Communion traffic as directed by the LL.
6. Pick up any copies of programs left after Mass.
7. Provide altar flowers and take flowers to banquet room after Mass.

\_\_\_\_\_ **At the Convention**

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

\_\_\_\_\_ **Immediately Before Mass**

\_\_\_\_\_ Ensure that printed materials are distributed by the Host Deanery ushers prior to Mass.

\_\_\_\_\_ “ “ “Welcome the congregation and give instructions to help Mass run smoothly including:

- Collection details;
- Communion arrangements;
- Invite the congregation to keep the 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 (IPP) of the DCCW. She is responsible for Installation of new officers in an election year, or Rite of Commitment in a non-election year.

- \_\_\_\_\_ Organize the Friday evening social, pre- Convention Board meeting and Saturday post banquet social:
  - If desired, form a committee of Past Presidents to help organize the social.
  - Provide food and drinks for the socials, ask Past Presidents/Officers/ Commission Chairs to bring food and drinks.
  - Saturday post banquet use all leftover food and drink
  - Responsible for clean up after socials (Fri & Sat)
  
- \_\_\_\_\_ Determine and obtain a gift (even numbered years only) to be given to the outgoing DCCW President.
  - Determine an appropriate time during the convention for presenting the gift, usually after officers installed
  - Funds for the gift will be taken from the DCCW Treasury (up to \$50.00).
  
- \_\_\_\_\_ Function as Protocol Chair and follow the guidelines that are found in the NCCW Protocol booklet. (And common practices of our DCCW).
  
- \_\_\_\_\_ Be responsible for all head table seating arrangements and apprise DOM/CO-DOM of any tables that are needed for special guests or Installation / Rite of Commitment ceremonies.
  
- \_\_\_\_\_ Distribute copies of the seating chart to all those seated at the head table as well as Head Hostess and DOM/CO-DOM.
  
- \_\_\_\_\_ Two (2) weeks prior to Convention, provide Convention Registration Chairperson a list of people to be seated at the head table for the Banquet. (*ref. pg. 23*)
  
- \_\_\_\_\_ Provide place cards for the head table and place them at the beginning of each session and the Banquet.
  - Assure that place cards are legible from a distance, with correct titles.
    - If possible use convention logo.
  
- \_\_\_\_\_ If available, Display the DCCW Banner (with stand) by the head table, if hotel room setup permits.

### **Installation Ceremony (DCCW Elected Officers - even years)**

- With help from the Nominating Committee, organize the Installation Ceremony.
- Choose an Installation Ceremony.
- Make copies for all involved.
- Obtain supplies.
- Prepare Incoming Officers for the Ceremony.
  - Depending on the Ceremony, Outgoing Officers may be involved.
- Meet with installation participants sometime before the Ceremony to practice and make sure they will be participating.
- Arrange for the DCCW Spiritual Advisor to install the new officers at a designated time.
  - Province Director and NCCW officer should be invited to participate as well. (*ref. pg. 5*)

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

This ceremony is performed at a designated time in a non-election year. It is for the DCCW President, Elected Officers and Deanery Presidents to renew their commitment and dedication to the Diocesan Council of Catholic Women.

- Obtain supplies for the DCCW Officers and each Deanery President.
- Arrange for the DCCW Spiritual Advisor to assist in the Rite of Commitment. The Province Director and NCCW officer(s) may also assist.
- Give copies of the Rite of Commitment to the participants and Celebrant and explain their roles.



- \_\_\_\_\_ Collect the Evaluation Forms and membership surveys at the conclusion of the Convention.
- \_\_\_\_\_ Compile a summary of the Evaluations, to be given at the June Board meeting.
- \_\_\_\_\_ Complete the hotel evaluation portion as soon as possible and give to DCCW President and DOM/CO-DOM for their review prior to payment of hotel bill. (*ref. pgs. 19*)
- \_\_\_\_\_ E-mail the complete evaluation summary to the Board prior to the June Board meeting.
- \_\_\_\_\_ Provide a copy of the summary to the Convention Chair & Secretary, for her final report, along with three (3) copies of the Program Book, banquet brochure, evaluation and membership survey provided by Co-Convention chair, 1<sup>st</sup> Vice President.
- \_\_\_\_\_ Submit all receipts to Treasurer thirty (30) days within convention close.

## DCCW SECRETARY

- \_\_\_\_\_ Prepare mailing labels for Call to Convention Packets
- \_\_\_\_\_ Presents the statement of the DCCW board of Directors approved previous year's Convention minutes.
- \_\_\_\_\_ Takes minutes of current Convention (Banquet excluded)
- \_\_\_\_\_ Using the Dates to Remember flyer (deadline notice) in the Call to Convention packet, send Deanery and Parish affiliate Presidents a reminder as due dates get close.
- \_\_\_\_\_ Print items for the NCCW table, after coordinating with Province Director (applications, NCCW convention flyer, etc.).
- \_\_\_\_\_ Print items needed for the Friday evening DCCW Board meeting.
- \_\_\_\_\_ Prepares final Convention Packet for DCCW President and Secretary files.
- \_\_\_\_\_ Include the following items in the packet:
  - Samples of all forms;
  - Convention program;
  - Registration credentials;
  - Sponsorship report (statistics only – no names);
  - Resolutions;
  - Convention Financial Report, compiled and presented by the DCCW Treasurer;
  - Evaluation Form Summary compiled and presented by the Immediate Past President;
  - Annual report packet;
  - Copy of Our Lady of Good Counsel award recipients (obtained from Convention Co-Chair);
  - Recommendations for the next year's Convention;
  - Suggestions for revising the Convention Guidelines.
- \_\_\_\_\_ Request written reports from pertinent chairs to complete your final packet
- \_\_\_\_\_ Submit all receipts to Treasurer within thirty (30) days of Convention end.

## DCCW PARLIAMENTARIAN RESPONSIBILITIES

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

- \_\_\_\_\_ Provide a copy of the approved Resolution(s) from the previous year's Convention to the Co-Chair at least thirty (30) days before Convention to be included in the annual report. (*ref pg. 13*)
- \_\_\_\_\_ Write a maximum of 5 proposed Convention Resolution(s), based on the DCCW Convention theme, all speaker presentations, as well as any NCCW convention resolutions
  - If possible have a committee assist in preparation and review.
- \_\_\_\_\_ Request from DCCW President bullet points of keynote and any special guest speaker's talk for use in preparing resolutions.
- \_\_\_\_\_ Request from Commission Chairs bullet points of talk for their speakers for use in preparing resolutions.
- \_\_\_\_\_ Print enough copies of the proposed Resolution(s) and give to the Convention Bags Chair by Friday, before the Board meeting, of Convention so that they may be included in the bags.
- \_\_\_\_\_ Read the proposed Resolutions at the Convention and motion for approval.
- \_\_\_\_\_ As timekeeper, notify all speakers of their allotted time.
  - Ask how and at what intervals they would like to be warned.
- \_\_\_\_\_ Signal speakers at agreed upon warning time and when their time is up.

## COMMISSION CHAIRS' RESPONSIBILITIES

DCCW Commission Chairs rotate each year planning the Convention workshops. Two Commissions are usually spotlighted every year at the Convention.

2022: Spirituality and Service

2023: Leadership and Legislative

Workshop Commission Chairs work closely with the DCCW President, Convention Co-Chair, and DOM/CO-DOM.

- \_\_\_\_\_ Work with the DCCW President to seek approved speakers relevant to the featured Commissions. (*ref. pg 3*)
  - The DCCW President (with the Advisory board and finance committees approval) will advise the amount of the commission speakers' honorariums. (*ref. pg 3*)
  - Obtain resumes from all speakers so pertinent information can be shared with the DCCW President to obtain approval, used in advertising, and included in their introduction.
  
- \_\_\_\_\_ Once the DCCW President has obtained Diocesan approvals, send formal invitation letter to commission speakers. (*ref. pg 3*)
  - Offer approved stipends to the speakers.
  - Request vitae to be used in Call to Convention.
  - Obtain bullet points of speakers talk (minimum of THREE (3) weeks prior to Convention) to share with Parliamentarian to write pertinent resolutions.
  
- \_\_\_\_\_ Determine if any special equipment is needed by the speakers ( i.e. audio-visual equipment, etc.)
  - Request any special equipment needed through the DOM/CO-DOM.
  
- \_\_\_\_\_ Forward correct spelling of speakers' names to the Immediate Past President before Convention for name place cards.
  
- \_\_\_\_\_ Introduce speakers to the attendees at the beginning of their presentation.
  
- \_\_\_\_\_ Obtain stipend checks from the DCCW Treasurer before the Convention. (*ref. pg. 24*)
  
- \_\_\_\_\_ Write "thank you" notes to present to the speakers with the stipend check at the conclusion of their presentation.

**ADDITIONAL YEARLY COMMISSION CHAIR RESPONSIBILITIES**

**SPIRITUALITY CHAIR ANNUAL RESPONSIBILITIES:** *(Ref. pg. 29)*

**SERVICE CHAIR ANNUAL RESPONSIBILITIES:**

- \_\_\_\_\_ By December 30<sup>th</sup>, notify DCCW President if you want to request special donation items (in line with current service project) from the affiliates to be brought to Convention
  
- \_\_\_\_\_ Arrange with DOM/CO-DOM for tables to place donated items.
  - Set up procedure to organize receipt of donations: signs, boxes.
  
- \_\_\_\_\_ Responsible for gathering an equal dispersion amongst deaneries (if Applicable) of Convention Collection items (i.e., rosaries, eyeglasses, socks, canned goods, personal hygiene items, pop tops, etc.) *(ref. pg. 4)*  
Remind affiliate Presidents throughout the year of needed items
  
- \_\_\_\_\_ Coordinate volunteers to pick up and deliver items to appropriate recipients

## **LEADERSHIP CHAIR ANNUAL RESPONSIBILITIES:**

\_\_\_\_\_ by Dec 30<sup>th</sup> provide updated “Poster Session” flyer and “Throw Down Challenge” flyer for Call to Convention Packet to DCCW President/Convention Chair

\_\_\_\_\_ Responsible for organizing and implementing the Throw Down Challenge

### **Throw Down Challenge Guidelines:**

- For every increase in registrations for package A and Package B from the previous year, the affiliate’s name will be placed into a drawing. ( i.e. If they increase their package A registrations by 3 , then their affiliate’s name will be put in Pkg A’s drawing 3 times, if by 2, then 2 chances. Same goes for package B)
- Drawings held during Saturdays session (usually about same time as the OLGCA awards) with winning affiliate(s) presented with a certificate, redeemable the following year.
- Winner(s) receive a Package A and/ or Package B free registration(s) to the following years DCCW Convention. (does not include Hotel)
- Obtain list of registrants by Parish from Convention Registration Chair for determining Throw Down Challenge winners of Pkg A and Pkg B, 5 days prior to convention. (*ref. pg. 23*)
- Maintain ongoing records of previous years registration numbers, by Parish affiliate.
- Compare previous number of registrants to this year for each Parish, then place the affiliate’s names into the drawing container as their numbers indicate. (Hold for drawing at Convention.)

\_\_\_\_\_ Obtain/create 2 certificates; 1 each for “Package A” and “Package B” DCCW Convention Registrations Include place for winning parish name, DCCW President’s Signature, and Date.

\_\_\_\_\_ Prepare a report: listing the winners of the drawings, number of parish affiliates who increased registrations, and number of overall registrations.

\_\_\_\_\_ Announce winners of “Throw Down Challenge” (pkg A & B) and presents certificates to Parish winners Usually at the time of Our Lady of Good Council awards.

\_\_\_\_\_ Make sure all Poster Session displays are picked up at end of Convention.

\_\_\_\_\_ Submit all receipts to Treasurer within thirty (30) days of convention close.

## DCCW CONVENTION SPONSORSHIP CHAIR GUIDELINES

The Sponsorship Chair is responsible for the sponsorship application and approval process, in accordance with established DCCW Sponsorship Guidelines.

- \_\_\_\_\_ Update Sponsorship Guidelines as needed and gain approval of the DCCW board.
- \_\_\_\_\_ Update sponsorship application form if needed and submit to the DCCW Board for approval.
- \_\_\_\_\_ Keep the Sponsorship Guidelines and application form posted on the DCCW website, making sure that contact information is updated as needed.
- \_\_\_\_\_ Provide the DCCW President with Sponsorship Applicant Guidelines and application form, prior to December 30, for inclusion with the Call to Convention packet. (*ref, pg. 5*)
- \_\_\_\_\_ Coordinate with the DCCW Treasurer to confirm the amount of funds available in the Sponsorship account.
- \_\_\_\_\_ When sponsorship applications are received, determine eligibility and amount of assistance that the applicant will be provided.

Sponsorships are for the following:

- Package A-----Full Registration (includes Banquet)
- Package B-----Saturday (Day) only
- Package C-----Banquet (Only in combo with Package B or D)
- Package D-----Sunday Only

HOTEL ACCOMODATONS: Up to one-half hotel room for one night  
**(double occupancy or more required)**

- \_\_\_\_\_ Notify sponsorship applicants of approval, and amount and type of assistance awarded.
- \_\_\_\_\_ Provide a list of sponsorship recipients to the Convention Registration Chairperson (*ref. pg. 22*), Hotel Reservations Chairperson (*ref. pg. 26*), and DOM/CO-DOM (*ref pg. 18*)
- \_\_\_\_\_ Notify DCCW Treasurer an accounting of the dispersions and the total amount of Sponsorship funds used within 30 days of Convention end (*ref. pg. 18*)
- \_\_\_\_\_ Keep an ongoing confidential record of past and present sponsorship recipients
- \_\_\_\_\_ Present a verbal report of sponsorship statistics only (no Names) at the April Board meeting
- \_\_\_\_\_ Provide a written report of sponsorship statistics only (no names) to the DCCW President, and Secretary, who'll include in their Convention Report. (*ref. pg. 8*)

## CONVENTION SPONSORSHIP APPLICANT GUIDELINES

1. Selection of applicants for the Sponsorship Program will be kept confidential – only the Registration/Hotel and Sponsorship Chairs will be entitled to this information.
2. Applicant must be at least 18 years old, Catholic, and active in her parish and women’s organization.
3. Applicant must indicate financial need.
4. Applicant must meet the Sponsorship Application deadline – unless circumstances warrant “late review.” Depending on funding, a “first come, first serve” policy is used.
5. Applicant must have endorsement from the president of the parish women’s group, spiritual advisor, pastor or pastoral administrator. If unaffiliated with DCCW, or not supported by the parish pastor, endorsement from parishioner(s) would be sufficient to warrant review.
6. Hotel Room – a **one-night** hotel accommodation will be made available, if requested, for a sponsored recipient. Every effort should be made to stay in a room with three other women. If hotel has double beds, then the room must be shared with at least one other woman.
7. Sponsorships are for Packages A, B, C (C is only in combo with Package B or D), and D.
8. If four or more women from a parish apply for sponsorship, we will request the parish’s or women’s organization’s help in subsidizing attendance.
9. Re-application in future years will be subject to review by the Sponsorship Committee. Guidelines would again need to be met and an evaluation of the applicant’s growth and commitment to the Church and Council would be assessed. If you have been awarded a Sponsorship Scholarship for two consecutive conventions, we ask that you wait to reapply to give others this same opportunity.



## PUBLICITY CHAIR RESPONSIBILITIES

The DCCW's Publicity Chair serves as the Convention Publicity Chair. She is responsible for all publicity for the Convention. Publicity is a very important part in the success of the Convention. In the event there is not a Publicity Chair on the Board, the DCCW President is responsible for overseeing these duties. (*ref. pg. 4*)

Any and all correspondence should be typed on DCCW letterhead.

- \_\_\_\_\_ If requested by the DCCW President, by Dec. 30, prior to Convention develop a flyer that can be included in the Call to Convention, which is 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. (*ref. pg. 5*)
  - The flyer should include brief schedule of events, speakers (if available, a picture of keynote speaker), dates, time, place, and registration information.
  
- \_\_\_\_\_ Contact the Intermountain Catholic to make arrangements for a notice of the Convention in "Around the Diocese" and their Facebook page before the registration deadline; and contact them again two weeks prior to Convention.
  
- \_\_\_\_\_ If the Board decides to place an ad in the Intermountain Catholic before the Convention registration deadline, prepare and arrange for the advertisement.
  - Cost must be approved by the DCCW Board.
  - Cost will be paid from the Convention income.
  - Advertisement content must be approved by the DCCW President.
  
- \_\_\_\_\_ Make sure the DCCW website URL is included in all publicity.
  
- \_\_\_\_\_ Arrange with the Editor of the Intermountain Catholic for a representative attend the Convention as our guest.
  
- \_\_\_\_\_ Submit all receipts to Treasurer within 30 days of convention end.

Revisions approved by the DCCW Board on November 13, 2021

Committee Members: Becky Columbo, Bonnie Siegrist, Jeanne Audiss, Marcie Downs, Kathy Frazio, Barb Kerouac, Becky Hicks, Cheryl Johnson, Carol Harley

