

**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 Meetings (DOM/CO-DOM), set the Convention location, based on careful assessment of facilities and costs.
- ___ 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.
 - 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.
- ___ The DCCW President and DOM/CO-DOM will decide Convention menus.
- ___ Put Convention date on the Diocesan calendar and the Bishop's calendar, as soon as it is known.
- ___ Notify Editor of the Intermountain Catholic of the Convention date 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.
 - ___ 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.
- ___ 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.
- ___ Oversees advertising and publicity in the absence of Publicity Chair.
- ___ In consultation with the DOM/CO-DOM, Spirituality Chair and 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.

_____ After conferring with Ways & Means Chair, approve the number and type of vendors.

_____ 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.

- 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.

- 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 Catholic 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.

- When possible, coordinate the deadline dates among these chairpersons.

_____ 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.

- The Cathedral of the Madeleine is permanently designated as one of the Mass collection recipients.

_____ At the Winter Board meeting (January/February), distribute 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 DCCW President 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;
- Sponsorship guidelines and application, obtained from Sponsorship Chair;
- Request for advertising sponsors, obtained from Convention Co-Chair;
- Request for centerpieces donated by the Affiliates; within info letter;
- Request for fundraising items, obtained from Ways & Means Chair;
- Request for donations identified by Service Commission Chair which should be brought to the Convention; (*within letter*)
- Woman of the Year information is included in a separate envelope;
- Throw Down Challenge flyer obtained from the Leadership Commission Chair;
- “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.
- 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.
 - The Bishop also presents the “Woman of the Year” awards and gives a brief welcome at the banquet.
 - The DCCW Spiritual Advisor will be asked to give welcome, say prayers before meals, 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 at the banquet, from a list supplied by Convention Registration Chair.
 - 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.

____ 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, Hotel Reservation Chair, and DOM/CO-DOM 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 & one-half 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.

- _____ The DCCW President will decide if corsages are to be provided for the Province Director, other NCCW officers, or other special attendees. Notify the WOY Chair of the names of those who should receive corsages.
- _____ 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 with Registration Chair, and special seating arrangements with Head Hostess.
 - 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 Convention 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:
 - 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.
 - Obtain a copy of the hotel evaluations summary from the 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:

| | | | |
|-----------|------|------|------|
| Northern | 2023 | 2028 | 2033 |
| Southwest | 2024 | 2029 | 2034 |
| Salt Lake | 2025 | 2030 | 2035 |
| Eastern | 2026 | 2031 | 2036 |
| Wasatch | 2027 | 2032 | 2037 |

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).

_____ 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 Host Deanery Committee members 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.

_____ If necessary, request financial assistance from the DCCW, through the Treasurer.

- 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.
- 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 Deanery’s 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, 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, thank members of the Hosting Deanery’s Convention Planning Committee and introduce and thank the Convention Bags Chair and Hospitality/Hostess Chair.

_____ Using hostesses as runners, facilitate the centerpieces door prize drawing, generally held on Saturday.

CONVENTION BAGS CHAIR RESPONSIBILITIES

The Convention Bags Chairperson 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.

- 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 and 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);
- 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.
 - 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.
 - ❖ Confer with Host Deanery President 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 President. 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/Deanery.
- ___ Appoint a committee of at least eight to ten (8-10) women who will act as hostesses throughout the Convention.
 - Submit Hostess Committee members' 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.
- ___ Supply Hostesses with special badges, or other identifying item, that will be visible and set them apart, so everyone knows who the Hostesses are.
- ___ 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 as she awards the centerpieces after lunch on Saturday;
- ___ 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.
- ___ Due to Mass timing, some Hostesses will need to stay behind in order to collect banquet tickets at the doors.
- ___ 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.

- _____ 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, 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.
- _____ 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.
- _____ Deposit advertising monies received, using deposit slips and DCCW endorsement stamp supplied by DCCW Treasurer.
 - Give DCCW Treasurer copies of all deposited checks and deposit slips.
- _____ Obtain bids for all printing: AWARE, Evaluation, Membership Survey, Annual Report, Convention Program and WOY Keepsake Booklet.
- _____ If Mass is held at the hotel, obtain bids for Mass program booklet with readings and songs, 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.
- _____ Compile these documents into an annual report; make copies for DCCW President, Vice-President/President Elect, Secretary, Spiritual Advisor, Deanery Presidents and their Spiritual Advisors, the Bishop, Vicar General, and three (3) copies for the file.
 - The cover for the annual report is usually the same as the Convention program.
- _____ E-mail copies of the annual reports to all other DCCW Board members and Affiliate Presidents.
- _____ 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.
 - 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 meeting.
 - Make two (2) extra copies for file.

- _____ If Mass is not at the Cathedral, print the Mass Booklets (prepared by the Liturgical Liaison).
- _____ With help from the WOY Chair, prepare a separate detailed Keepsake Booklet to include every WOY's full bio and photograph, organized by Deanery, to be given to every Woman of the Year at the banquet. This will be a keepsake for the WOY to take home with them.
 - Give one copy to each Deanery President for their archives, make three (3) copies for the file, and one (1) copy each for the Bishop, Vicar General, Spiritual Advisor and DCCW Website Editor.
 - Give Banquet Keepsake Booklets to the WOY Chair to be given to each honoree as they receive their medal.
- _____ Prepare a power point display of the program for the banquet.
 - If menu is to be included on the power point display, get banquet menu from DOM/CO-DOM.
 - If information about the music program is to be included in the power point display, get details from the WOY Chair.
 - Get a count of the number of Woman of the Year honorees, by Deanery, from WOY Chair.
- _____ Serve as Co-Chair of the Credential Committee along with Convention Registration Chair.
- _____ With DCCW President, prepare Evaluation Form, 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.
 - Make extra copies of the Forms to be placed next to Evaluation collection baskets.
- _____ Assist the DCCW President at the Convention making announcements (including location of the Prayer Room, 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.
- _____ Send a copy of Program, Annual Report, and Banquet Keepsake Booklet 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 photocopy of ad and a "thank you" to business/organization sponsors who purchased full-page and 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 to all Affiliate Presidents the award criteria, cover page, application form, as well as sample questions to be answered on the Affiliate’s application.
 - _____ February 1st, Nominations open.
 - _____ March 1st 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 (1) 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.

- _____ The Convention Registration Chair prepares the Credential Report & presents it at each morning business session.
 - The 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.
 - 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.
 - 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 three (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.
- ___ With the DCCW President, sign all contracts negotiated on behalf of the DCCW.
- ___ With DCCW President, 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.
 - 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.
- ___ Reserve rooms for:
 - ___ The Friday evening Board Meeting;
 - ___ Space for registration and registration tables;
 - ___ Space for 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.
- ___ Obtain from DCCW President a list of all comps.
 - Review with DCCW President who will be receiving hotel contract comps.
- ___ Obtain from Sponsorship Chair a list of all sponsorship recipients.
- ___ Obtain from the Hotel Reservations Chair a list of all rooms needed, within a timeframe agreed upon.
- ___ 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.
- Obtain from DCCW President a list of tables needed by hallway exhibitors.

___ 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.

___ Check on availability of hotel safe or make other arrangements to ensure security of all cash throughout the Convention.

___ Chairs for WOY ceremony for hostesses and for honorees awaiting their name being called to the stage.

___ 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.

- 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 power point display (if needed).

___ 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.

___ Obtain from Convention Registration Chair a list of banquet table numbers where special dietary needs are seated.

___ With the DCCW President, review hotel bill & resolve discrepancies before approving it for payment.

___ Obtain a copy of the hotel evaluations from the Immediate Past President for review prior to payment of the hotel bill.

___ 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 auctions 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.

- _____ 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. theatres, 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
 - 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.

- _____ 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.
 - 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 cellphone or tablet (& charging cord) to generate the transactions.
 - Only trained volunteers may use the “square”.

- _____ Get raffle tickets (8,000 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.
 - DCCW Treasurer is responsible for the security of all cash.
 - 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 attached 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 bags (save quilt to end);
 - Treasurer needs to be in the auction room to collect payments.

- _____ 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 and Treasurer verify total monies acquired.

- _____ 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.
- ___ Stipulate all WOY's 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. The date received determines banquet seating.
- ___ Photocopy all Convention checks received.
- ___ Notify WOY Chair immediately if any "Woman of the Year" information forms are mistakenly submitted with their Convention registration.
- ___ Verify with Cathedral CCW President that the Cathedral Pastor is registered for the banquet.
- ___ Deposit monies received, using deposit slips supplied by DCCW Treasurer.
 - 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 to the Province Director, NCCW officers and others as approved by the DCCW President when they register.
- ___ 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 and 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.
- ___ Obtain from Sponsorship Chair a list of all sponsorship recipients (for Registration Chair only).

- _____ Serve as Co-Chair of the Credential Committee along with the Convention Co-Chair.
- _____ Deliver the Credential report during the morning business sessions at the Convention.
 - Give copy of daily reports to Secretary.
- _____ 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.
- _____ Forward a list of all registrants and packages for each affiliate to Leadership Commission Chair five (5) days prior to convention, necessary to determine Throw Down Challenge winners for Pkg. A and Pkg. B.

Banquet Responsibilities:

- _____ Assign banquet seating based on date the registration was received.
 - Strive to accommodate requests for Women of the Year's guests to be seated together.
- _____ Obtain from Immediate Past President a list of people to be seated at the head table for the banquet.
 - 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 the 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 five (5) days prior.
- _____ Advise DOM/CO-DOM and hotel of table numbers where special dietary needs are seated.
 - 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.
 - 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.
- _____ 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.
 - 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;
 - 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.
 - Monetary gifts for the Bishop and DCCW Spiritual Advisor.

- ___ Send check(s) to Host Deanery for monetary Convention bag donations received from Affiliates, at an agreed upon timeframe.

- ___ Determine from Sponsorship Chair the total amount of sponsorships awarded.
 - Transfer this amount from the Sponsorship account to General Funds.

- ___ If requested by the Host Deanery President, provide financial assistance from DCCW's "Host Deanery" account, making sure that all requirements specified in the DCCW's Standing Rules are complied with.

- ___ 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.

- _____ Periodically pick up excess money from raffle room cash boxes and transfer to hotel safe.
 - 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.

- _____ 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.

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.
- ___ 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.
 - Give DCCW Treasurer copies of all deposited checks.
- ___ Obtain from DCCW President a list of all complimentary rooms.
- ___ Obtain from Sponsorship Chair a list of sponsorship recipients.
- ___ 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-President 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, especially Ways and Means Chair and Registration Chair if requested, as they need quick access to venue.
- ___ Forward a complete rooming list to the DOM/CO-DOM within a time frame agreed upon.
- ___ 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.

- 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 (bio) 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 Convention program and the Banquet Keepsake Booklet.

_____ Explain in the letter that the WOY bio should be sent directly to the WOY Chair. A photograph of the WOY should be sent electronically directly to the Convention Co-Chair for inclusion in the WOY Keepsake Booklet.

_____ 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.

_____ 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.

_____ Order corsages for the Women of the Year, and if requested by the DCCW President, for the Province Director, other NCCW officers in attendance, and any others she designates.

- Corsages for Province Director, NCCW officers in attendance, and others will be at the discretion of the DCCW President.

_____ Give corsages to Convention Registration Chair for distribution during check-in.

_____ Give name of co-presenter to DCCW President and Convention Co-Chair for inclusion in Convention Program and banquet power point display.

_____ Check with the Registration Chair in case some Woman of the Year names and resumes were mistakenly sent in with the Convention registrations.

_____ 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.

- _____ Send a count of the number of Woman of the Year honorees, by Deanery, to the Convention Co-Chair for the banquet power point display.
- _____ Assist the Convention Co-Chair in preparing a separate Keepsake Booklet to include every WOY's full bio and picture, by Deanery, to be given to every Woman of the Year. This will be a keepsake for the WOY to take home with them. One (1) copy will be given to each Deanery President for their archives, three (3) copies for the file, and one (1) copy each for the Bishop, Vicar General, Spiritual Advisor and DCCW Website Editor.
 - 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.
- _____ Contact Intermountain Catholic representative with instructions to meet the Women of the Year at 6:30 p.m. on the evening of the banquet, in front of the head table, for Woman of the Year photos.
- _____ 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.
 - Give music program information to the Convention Co-Chair for inclusion in the power point display.
- _____ Consult with Director of Meetings about chairs for the front where WOY honorees can sit prior to their name being called to the stage.
- _____ Prior to the banquet, meet with the Deanery Presidents to explain their awards ceremony duties.
- _____ Arrange to have a Host Deanery hostess at each stair of the presentation platform.
 - Ask DOM/CO-DOM to have chairs available for them to sit during the presentation.
- _____ 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.
- _____ The award presentation shall begin as soon as the head table is done eating.
- _____ During the awards ceremony, each honoree will be given a medal and a Banquet Keepsake Booklet.
- _____ Submit all receipts to Treasurer within thirty (30) days of convention end.
 - If prepayment by the WOY Chairperson for medals and corsages is prohibitive, arrangements can be made with the Treasurer for an advance to cover these costs.

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 Spirituality Commission Chair and Co-Chair work closely with the DOM/CO-DOM, Convention Chair and 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 the Liturgical Liaison responsibilities.

_____ 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.

_____ If Mass is held at the hotel, prepare a script for the Prayers of the Faithful for the Mass.

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

_____ Submit all receipts to Treasurer within thirty (30) days of Convention's end.

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, Readings (invited and chosen from Commissioned lectors who are DCCW members, by the DCCW President), etc.

- Usually, Deanery Presidents do the Presentation of the Gifts.
- If Mass is held at the hotel, usually the Commission Chairs read the Mass Intentions (prepared by the Spirituality Commission Chair and Co-Chair).

_____ Keep the main Celebrant and Homilist informed about the liturgical preparations, Convention theme, music, readings, etc. (If Mass is at the Cathedral, the Cathedral decides the 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 needs 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.

_____ If Mass is held at the hotel, compile the Mass program booklet with readings and songs.

- Thirty (30) days before Convention, give to Convention Co-Chair so she can arrange for printing.

_____ 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 and remind them of their liturgical duties for Mass at the hotel which include:

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.

- _____ 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.

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.
- ___ 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 Keepsake Booklet, evaluation and membership survey provided by Co-Convention chair, 1st Vice President.
- ___ Submit all receipts to Treasurer thirty (30) days within convention close.

DCCW SECRETARY

- _____ Prepare mailing labels for Call to Convention packets.
- _____ During Convention, present a statement of the DCCW Board of Directors approval of 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 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.
- _____ Prepare 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);
 - Names of Throwdown Challenge winners;
 - 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.
- _____ 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 to 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 Convention Board meeting, 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.

2023: Leadership and Legislative

2024: Spirituality and Service

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.
 - The DCCW President (with the Advisory Board and Finance Committees' approval) will advise the amount of the Commission speakers' honorariums.
 - 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.
 - Offer approved stipends to the speakers.
 - Request vitae to be used in Call to Convention.
 - Obtain bullet points of speaker's 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.

- _____ 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: (See page 28 for details regarding responsibilities.)

Service Chair Annual Responsibilities:

- _____ By December 30th, 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: i.e., 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.)
 - 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 30th, 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 Saturday session (usually about same time as the OLGCA awards) with winning Affiliate(s) presented with a certificate, redeemable the following year.
 - Be sure to keep a written record of the winning Affiliates.
- Winner(s) receive a Package A and/ or Package B free registration(s) to the following year’s 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.
- 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 Affiliate name, DCCW President’s signature, and date.

_____ Prepare a report listing the winners of the drawings, number of Affiliates who increased registrations, and number of overall registrations.

_____ Announce winners of “Throw Down Challenge” (pkg A & B) and present certificates to Affiliate 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.
- _____ 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 Accommodations: 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, Hotel Reservations Chairperson, and DOM/CO-DOM.
- _____ Notify DCCW Treasurer an accounting of the dispersions and the total amount of Sponsorship funds used within 30 days of Convention end.
- _____ 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 Secretary to include in her final Convention Packet.

CONVENTION SPONSORSHIP APPLICANT GUIDELINES

1. Selection of applicants for the Sponsorship Program will be kept confidential. Only the Convention Registration, Hotel Registration, 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 a late review. Depending on funding, a "first come, first served" policy is used.
5. Applicant must have endorsement from ONE of the following: 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 Sponsorship 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 combination with Package B or D), and D.
8. If four or more women from a parish apply for Sponsorship, we will request help from the parish or its women's organization 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.
10. Sponsorships are NOT transferable to another Convention attendee.

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.

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.
 - The flyer should include brief schedule of events, speakers, dates, time, place, and registration information.
 - If available, include a picture of keynote speaker.

- _____ 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 (registration only).

- _____ Submit all receipts to Treasurer within 30 days of convention end.

Revisions approved by the DCCW Board on November 19, 2022

Bylaws Committee Members: Dawn Haberkorn, Becky Columbo, Kathy Fazio, Karen Fawbush, Cheryl Johnson, and Kirsten Mele.