



**AzFRW BIENNIAL CONVENTION COMMITTEE
Policies & Procedures**

1. AzFRW President shall appoint her Convention Chair or Co-Chairs and the Convention Treasurer by no later than the first State Meeting in the even year following her election as President. Site for the coming odd year biennial AzFRW Convention location shall be presented to the Executive Committee and Board by no later than the AzFRW Fall State Meeting of that same year.
2. The AzFRW Convention Committee shall have a Convention Treasurer and shall maintain a separate bank account. All signatories to the Convention Account shall be bonded or insured. One signature shall be sufficient to execute checks and signatories shall be the Convention Treasurer, the AzFRW President and the Convention Chair or Co-Chairs.
3. All Convention monies shall be processed through the account.
4. At the close of the biennial Convention after all liabilities have been satisfied and the Financial Review completed, a balance of \$3000 or more shall be maintained in the Convention account with the remainder of the funds transferred to the AzFRW Operating Account.
5. All financial policies and procedures of the AzFRW, NFRW and the IRS shall be followed at all times. Standard accounting procedures shall be used in all financial matters of the Convention Committee.
6. After all Convention financial transactions have been completed, the Financial Review committee appointed by the AzFRW President and consisting of two (2) members shall review the Convention financial records and present a report for approval of the Executive Committee and then the full Board of Directors at the first board meeting in the even numbered year.
7. Convention Chair (or Co-Chairs), President and Convention Treasurer shall endeavor to establish a working estimated budget to include projected guest speaker expenses, workshops, programs, convention book and advertising sales, vendors, other materials etc. with the goal of producing a financially successfully, well attended and professional event.
8. Convention Treasurer shall prepare a brief report prior to each State Meeting and submit to AzFRW President and AzFRW Treasurer. During convention years, Convention Treasurer shall submit a monthly report to include income and expenses to the President and Convention Chair, or Co-Chairs, beginning in June.
9. Fees for Vendor tables at the Convention shall be arranged by the Convention Chair(s) and the Vendor Chair. Outside vendors and candidates may be encouraged to participate as well as clubs. Clubs shall be at a preferred rate and fees will be as determined by the Convention Committee working with the hotel venue.
10. This document replaces any and all previous Convention Committee policies.

This AzFRW Biennial Convention Policies & Procedures may be amended upon approval of the Executive Committee and the full Board of Directors at any regular meeting of the Board.