

APWA FLORIDA CHAPTER
STANDARD PRACTICE
Management of Chapter Annual Meeting

Chapter Annual Meetings are a Chapter function. The Chapter has established that the President Elect will represent the Chapter in planning and managing the Annual Meeting and serve as the Chair of the show. The Chapter by-laws delegate authority to the President Elect to execute nationally approved contracts associated with the Annual Meeting.

The local Branch or Host City (Host) will establish a local arrangements committee to work with the President Elect to facilitate the planning and management of the Annual Meeting.

The Chapter has contracted with a professional event planner to support the Host and President Elect in planning and managing the meeting.

A budget will be established early in the planning process for the Annual Meeting. This budget will be presented to the Executive Committee for approval. The Budget will contain an anticipated net income of 10% of the gross value of the Annual Meeting income. Commitment for expenditures outside the approved budget should not be made. Budgets may be amended by the Chapter Executive Committee.

Planning and management of the Annual Meeting should be an equal and cooperative effort by the local Host and the President Elect within parameters set by the Chapter. These parameters are items such as duration, content, exhibits, education, awards, etc.

It is the desire of the Chapter that the quality of the Annual Meeting and relationships with sponsors and exhibitors be maintained for the success of future shows. The Hosts should be allowed as much flexibility as possible in planning the Annual Meeting without impacting future shows.

Applicability: This document has been approved by the Chapter Executive Committee. It is intended to express the current practice of the Chapter. The standard practice described herein may be changed at any time by a majority vote of the Executive Committee except where governed by Chapter By-laws.

Date Approved: 11/06/10