

# **PROCEDURES FOR CFRW CONFERENCES AND MEETINGS**

1. The Call to Conference shall be sent to all local clubs, counties/regions, executive committees of the divisions and CFRW Board of Directors at least sixty (60) days prior to the conference date.
2. The Call to Conference packet shall include, but not limited to:
  - a. Cover letter from the CFRW President and Conference Chairman.
  - b. Information sheet with Date, Location, Hotel, and General Information.
  - c. Tentative Agenda.
  - d. Registration Form.
  - e. Hotel Form.
  - f. Ambassador Program Information and Application.
  - g. CFRW Board of Directors Meeting and Conference Standing Rules.
3. The CFRW Division Vice President shall be the Conference Chairman who shall appoint a Vice Chairman to serve with her. Their duties shall include, but not be limited to,
  - a. Selection of the meeting site after the city or county has been determined by the CFRW President.
  - b. Contract signed with hotel after all cost of rooms and meals have been determined and negotiated.
  - c. Theme shall be determined after consulting the CFRW President.
  - d. Budget written after cost of meals and facilities has been determined.
  - e. Invite and meet with Regional Directors or County Presidents and their respective club presidents to select and determine the Conference Committee Chairmen and their responsibilities.
  - f. Guest speakers and workshop facilitators shall be selected and invited after consulting with the CFRW President.
  - g. Design and print the program after the CFRW President has given final approval of the contents and agenda.
4. Approved and standardized registration forms and documentation are to be used for all conferences and meetings.
  - a. The filing deadline shall be two weeks prior to the meeting.
  - b. A late charge of \$25.00 will be added for missing the registration deadline date and is to be strictly enforced.
  - c. No refunds shall be made after one week prior to the meeting.
5. The Ways and Means Chairman shall submit for approval from the CFRW President and Conference Chairman any fundraising activities. Vendors shall be registered Republicans and pay CFRW 15% of all proceeds from the conferences and meetings.
6. All inserts for the conference packets shall have prior approval from the CFRW President and Conference Chairman.