

VICE –PRESIDENT

Preparation and Responsibilities

1. The President prescribes the responsibilities of the Vice-President. The primary responsibility is that of Coordinator for Annual AMTNYS Conference.
2. The Vice-President, as the Conference Coordinator and with the approval of the President-Elect, appoints the following committee chairpersons for the Annual Conference, after consulting with the current President and President-Elect.
3. A transitional meeting of the “new” and “old” committee chairpersons should take place at the conclusion of the Annual Meeting. This meeting is jointly chaired by the immediate past vice-president and newly elected vice-president.

Coordinator of the Annual Meeting

The work of the Coordinator begins after the announcement of his/her nomination at the next Executive Board Meeting and/or Spring Assembly Meeting, prior to the Annual Meeting, which he/she will be coordinating. It is the Coordinator’s responsibility to recruit chairpersons for the Annual Meeting committees and then follow-up by supervising the staffing and activities of these committees throughout their year of service. The Coordinator may delegate the recruitment and supervision of two or more of the committees to an Assistant Coordinator with whom he/she works closely. The committee chairpersons should be appointed from as many different areas of the state as possible to head the following committees.

- a. Arrangements
- b. Banquet
- c. Commercial Exhibits
- d. Compiler
- e. Photographer
- f. Presiders
- g. Program
- h. Publicity
- i. Registration

Other optional committees:

Free Materials
Hospitality

Make/Take It
Treasure Hunt

The Coordinator should keep the President and President-elect informed of the progress of the planning for the Annual Meeting and should obtain the President’s approval before initiating any major changes in activities planned for the Annual Meeting.

Suggested Calendar of Duties and Activities

Year Prior to Election

January-May

1. Begin developing a list of potential chairpersons for the Annual Meeting Committees. Meet with the current and incoming President-elect before asking anyone to chair a committee.
2. Review programs of previous years to learn who has served on these committees and obtain a list of current committee members from the present Coordinator.
3. Select the Program Chairperson during this period, if possible.

May-June

1. Recruit all Annual Meeting Committee Chairpersons. Be sure that each person is currently a member of AMTNYS and send a list of chairpersons to the Data Manager and Webmaster so that the website and database can be updated.
2. Send each chairperson a copy of the section of the Executive Handbook, which outlines his or her duties and responsibilities. Include any additional responsibilities that you think should apply.
3. Keep in contact with the President-Elect who will be recruiting Assembly Function Committee Chairpersons (eg. Finance Chair, Membership Chair, Scholarship Fundraising Chair, etc.) at this same time.

June

1. Plan with the current Coordinator for a meeting of the current and prospective chairpersons at the Annual Meeting in the fall.
2. Establish the date, time, and room location at this time.

June-September

1. Decide on a theme and logo that you'll use on forms, flyers, etc.
2. Prepare volunteer forms for possible annual meeting committee members and speaker recommendation forms to be supplied to this year's Registration Chairperson for distribution in the Annual Conference folders. Forms can also be made available at the Registration area or the Hospitality table. Be sure to include the name and address of the

person to whom the forms should be returned and/or a specific location, such as the Hospitality table.

3. Prepare an announcement for your conference to be put in this year's Annual Conference folders. These might be a "Save the Date" piece (bookmark, flyer, puzzle, etc).

September-Annual Meeting

1. Solicit ideas for the Keynote/Banquet speakers and start to contact potential speakers as to their availability.
2. Contact Keynote/Banquet speakers to confirm their attendance at the annual meeting.
3. Notify your Annual Committee Chairpersons of the date, time, and room location for the meeting of all current and prospective chairpersons.
4. Prepare a folder for each of your Annual Meeting Chairpersons, which should contain:
 - a. Your proposed schedule of meetings with them for the up-coming year
 - b. A list of the names, addresses, emails and phone numbers of each of the Committee Chairpersons, including your own
 - c. Draft a proposed time schedule to prepare for the events and activities at the next Annual Meeting
 - d. A statement of the allotted budget for each of the committees
 - e. Any other data of importance

Annual Meeting

1. Give or mail forms (volunteer, speaker proposals, meeting evaluations, etc.) to the current Registration Chairpersons for registration folders and say on the form to have them returned to the Registration and/or Hospitality locations by the end of the conference. Place extra forms at the Registration area and the Hospitality table.
2. The election of all officers takes place at the AMTNYS Business Meeting, which is usually, scheduled midway through the Assembly meeting at the Annual Meeting. CONGRATULATIONS on your election!
3. If possible, meet individually with each new committee chairperson during the Annual Meeting, but prior to the joint meeting of committee chairpersons, to informally discuss plans for the coming year.
4. At the meeting of Annual Committee Chairpersons, assume control of the meeting once the previous Coordinator has yielded it to you. Help with the introduction of "old" to "new" chairpersons, hand out your folders of information to each of your chairpersons, make necessary announcements, and then let the chairpersons exchange reports, hints and materials. (This meeting usually lasts one-half hour)

5. Prepare an initial report for the Executive Board meeting following the close of the conference. This should contain a list of the names, addresses, emails and phone numbers of your committee chairpersons and whatever information you have about your annual conference at this time.
6. Give your conference logo to the **Journal** Editor for inclusion in the winter **Journal**.

Following your Election

Fall-February

1. Read the Annual Meeting reports and notes from the committee chairpersons and the Coordinator. Also read the conference committee descriptions in the AMTNYS handbook thoroughly.
2. Plan to attend a site meeting, in either November or December, with the President, Program Chairperson, and appropriate hotel staff to become familiar with the site and help with your planning strategies. This is often referred to as the winter meeting, but it is the program planning meeting.
3. Plan to attend a meeting of the Program Committee, usually during January, to be of assistance in answering questions about the Annual Meeting. This is often combined with #2 above depending on the part of state where people live.
4. Keep in touch with the Commercial Exhibit chairperson regarding inviting interested companies to exhibit.
5. Prepare a report for the next Executive Board meeting. Include proposed conference fees, special announcements such as deadlines for sending information to the compiler, anticipated mailing dates, name of Keynote and Banquet speakers, theme, and artwork for the Annual Meeting, etc.
6. With the Publicity Chair, prepare an article for the February AMTNYS **Newsletter**. (Check former newsletters for ideas.) Also send a copy of the conference logo.

February-May

1. Consult with the President, President-Elect, Executive Secretary, Program chairperson, and Compiler to complete the abbreviated version (preliminary program) of the Annual Meeting program. Contact the Data Manager for membership and registration figures.
2. Send a letter or email to all committee chairpersons, the President, and the President-elect to keep them up-to-date on your planning progress and to remind them of your next meeting. Be sure to let the chairpersons know the hotel/city location, room, and time for your next meeting, which usually takes place during the spring prior to the Annual Meeting. Arrangements for housing, travel, and meals may be necessary.

3. Request a progress report, in writing or verbal, from each committee chairperson be shared at the spring meeting.
4. Encourage all chairpersons to bring with them to the spring meeting a list of all of their committee members as requested by the Compiler. This is the listing that will appear in the final program booklet. Final lists should be ready not later than July.
5. Prepare a progress report to present at the next Executive Board and/or Assembly Meeting (usually held in April or May). Be sure to include the deadline dates for data that will be needed for printed materials. Prepare an article for the June **Newsletter**.

June-September

1. Working with the Commercial Exhibits Chairperson, finalize plans with the Publishing Companies who are hosting cocktail hours, coffee hours, or special gifts, etc. Be sure they receive special recognition in your reports and in the program booklet for their contributions.
2. Meet with the Compiler and Program chairperson as needed to edit and proof the preliminary program and registration materials and final program booklet materials.
3. Prepare the Conference Evaluation form for distribution at the Annual Meeting. You might want to have the Registration chairperson include these in the registration folders.
4. Consider a gift for your committee chairs. You might give one to other special people including Keynote/Banquet speakers.
5. Discuss speaker thank you gifts with the Program chairperson to determine the cost and appropriateness of any items selected. The order should be placed in early summer.
6. Be sure the Compiler has the printed preliminary programs ready for a first class mailing in August (mid-August for an October meeting/end of August for a November meeting). Consult with the Data Manager and the printer to determine whether addresses can be printed directly onto the programs.

September-Annual Meeting

1. Notify all committee chairpersons of:
 - a. Deadlines for their final report of committee activities and expenses (4 copies)
 - b. Submission of bills and payment order forms—prior to the Annual Meeting, if possible
 - c. The date, time and room location for the transitional meeting of Committee Chairpersons at the conclusion of the Annual Meeting

2. Check with all committee chairpersons to establish that committees are functioning as planned.
3. Check with the hotel to determine that all necessary rooms, special functions, and food arrangements are clearly understood.
4. Arrange with the Executive Secretary to provide a "Proof of Insurance" document for the Annual Meeting Site.

At the Annual Meeting

1. Plan to arrive at the site of the meeting either the day before or early the first morning before the Assembly meeting.
2. Be available to advise on problems which may arise.
3. Have an up-to-date summary report for presentation at the Assemble Meeting
4. Open the meeting of the current and prospective Annual Meeting Committee Chairpersons.
5. Make certain that each new chairperson receives a committee file from his/her predecessor. A copy of each chairperson's final report should be given to you, to the new coordinator, and to the chairperson's successor.
6. Yield control of the meeting of Annual Meeting Chairpersons to the new Coordinator once your exchange of information is completed (usually after about 10-15 minutes).
7. Have a brief conference summary statement ready to present at the Executive Board Meeting at the conclusion of the Annual Meeting. This may be an oral report and may include such items as the total conference registration number.

Annual Meeting-February

1. Send individual thank you letters to all Committee Chairpersons, appropriate hotel staff, and Publishing Companies who sponsored events. Note: The Program chairperson sends thank you letters to all of the speakers, and the Presider chairperson sends thank you letters to all of the presidors. You may want to send thank you notes to the Keynote and Banquet Speakers.
2. Process all remaining committee expense forms and the hotel master bill. All financial transactions should be completed well before the end of the current fiscal year.
3. Select photographs of the Annual Meeting to be used with the article you write about the Annual Meeting. These should be submitted to **Journal** Editor during early January.

4. Prepare a final financial statement of income and expenditures (work closely with Treasurer), along with a final summary report to be presented to the next Executive Board Meeting and updated version of this report will also be needed for the next Assembly Meeting.
5. Be available to consult with the current Coordinator, should the need arise.
6. Contact the Site Committee Chair to discuss specific contract items that should be considered or reconsidered for future contacts with that particular site.