

**EASTERN REGION  
IPMA-HR**

**OPERATIONS MANUAL**

REVISED MAY 2017

## *Preface*

*The Bylaws of the Eastern Region of the International Public Management Association for Human Resources shall govern the operations of the Association. From time to time the Executive Board will establish, revise, and rescind operational policies and procedures. This Operations Manual is designed to provide written documentation of these guidelines and is to be used as a reference guide.*

# TABLE OF CONTENTS

<b>PREFACE .....</b>	<b>1</b>
<b>SECTION I POLICY DEVELOPMENT .....</b>	<b>3</b>
<b>SECTION II EXECUTIVE BOARD .....</b>	<b>4</b>
Filing for Office and Election.....	4
Meeting Schedule.....	4
<b>SECTION III COMMITTEES .....</b>	<b>6</b>
Awards.....	6
Densler Award .....	8
Credentials .....	8
Exhibitor/Sponsor .....	9
Nominations.....	9
Program.....	11
Resolutions.....	12
<b>SECTION IV FISCAL MANAGEMENT .....</b>	<b>15</b>
<b>SECTION V ANNUAL CONFERENCE/FORUM .....</b>	<b>16</b>
Responsibilities of the Host Committee .....	18
Responsibilities of the Executive Board.....	22
<b>SECTION VI ANNUAL BUSINESS MEETING .....</b>	<b>24</b>
<b>SECTION VII GENERAL .....</b>	<b>25</b>
Chapter Development.....	25
Three-President System .....	26
Complimentary IPMA Registration.....	26
Audit of Records .....	26
<b>APPENDIX ONE - AWARDS.....</b>	<b>27</b>
<b>APPENDIX TWO - ER CONFERENCE FINANCES .....</b>	<b>37</b>
<b>APPENDIX THREE – IPMA-HR &amp; REGIONAL STRUCTURE ....</b>	<b>41</b>

## **SECTION I. POLICY DEVELOPMENT**

### **A. Authority**

The governing body of the Eastern Region of the International Public Management Association for Human Resources (ER IPMA-HR) consists of the Executive Board which shall supervise, control, and direct the affairs of the Region in accordance with established Bylaws.

### **B. Responsibility**

The Executive Board, through its elected officers and directors governs the affairs of the Region by establishing policies and procedures.

### **C. Adoption**

Except as otherwise provided in the Bylaws, "Roberts' Rules of Order" shall govern the establishment of policies in meetings of the Executive Board, special meetings, Conference Calls, and the Annual Business Meeting of the membership.

## SECTION II. EXECUTIVE BOARD

### A. Filing for Office and Election

Actor	Step	Action
ER President	1	No later than 90 days before each Annual Business Meeting, appoint a Nominations Committee of 5 members. The President may delegate the selection of Committee members to the Nominations Chairperson.
Nominations Chairperson	2	Solicit nominees from Chapters
Chapters	3	Review nomination criteria and forward names of nominees and endorsements to the Nominating Committee.
Nominations Committee	4	Review qualifications of nominees in terms of office to be filled.
Nominations Chairperson	5	Present nominations to the ER President no later than 45 days before the annual meeting.
ER President	6	Present the list of nominees to the Executive Board
Executive Board	7	Receive/accept the list of nominations presented.
ER President	8	Send list of nominees with biographical sketch to each chapter no later than 30 days before the annual meeting.
Credentials Committee	9	Distribute voting ballots to persons qualified to vote at the annual conference prior to the annual meeting.
ER President	10	Call for and accept additional nominations from the floor at the annual meeting from members eligible to vote.
Credentials Committee	11	Collect ballots and tally ballots for elective offices.
	12	Report election results to the President
ER President	13	Announce election results to the members.
	14	Ask for a motion to destroy/retain the ballots.

### B. Meeting Schedule

1. The Executive Board shall meet at times and locations as it may determine, including by Conference Call. The President must provide written notice, usually by email, not less than ten calendar days before the date of each meeting.
2. Executive Board members may be eligible to receive payment for expenses not reimbursed by other means, that are incurred in attending Executive Board meetings and to attend to the affairs of the Region. The Board may prescribe guidelines to be used in incurring necessary travel expenses.
3. Qualifying expenses to attend Executive Board meetings, and for pre-approved expenses to attend to the affairs of the Region, include expenses related to

travel, sustenance, and lodging. Mileage expenses are established at the federal reimbursement rate per mile for personal automobile usage, such rate shall be considered to include tolls, meter parking, and ferry fees. Parking fees at a venue where an Executive Board meeting is being conducted (other than during an Annual Conference/Forum) shall be reimbursable.

4. Executive Board members requesting reimbursable expenses for travel are to use the most economical mode of travel, when practical. The reimbursement shall not exceed the most economical mode of transportation regardless of the mode of transportation actually used.

## **SECTION III COMMITTEES**

The President shall appoint all standing and special committees to assist in conducting the affairs of the Region. Standing Committees include: Awards, Credentials, Exhibitor/Sponsor, Nominations, Program, and Resolutions. The Host Chapter appoints the Host Committee Chair.

### **A. Awards Committee**

1. The Awards Committee is comprised of a Chairperson and at least four other members who are appointed by the President. The President may delegate appointment of committee members to the Awards Committee Chairperson. Traditionally, the Chairperson is the Immediate Past-President of the Eastern Region. The Committee is responsible for soliciting the names of nominees for the awards from the Chapters and making recommendations to the Executive Board. The Executive Board makes the final determination for the award based on the recommendations supplied by the Awards Committee. The award is usually presented to each recipient at the annual Eastern Region Conference/Forum.
2. The Executive Board annually reviews the award categories and qualifying criteria and evaluates the need for change. The Board may approve any such changes by majority vote.
3. The Awards Committee is responsible for recommending nominations for the following awards:
  - a. Charles H. Cushman Award
  - b. Supervisor/Program Manager of the Year Award
  - c. HR Supervisor/Manager of the Year Award
  - d. Human Resource Specialist of the Year Award
  - e. Outstanding Chapter Award
  - f. Most Improved Chapter of the Year Award
  - g. Chapter Member of the Year Award
4. Nominees for the Cushman Award may be candidates from in or outside of the Eastern Region.

5. There is a monetary award of \$300 for Outstanding Chapter and \$300 for the Most Improved Chapter. Plaques are also presented to the winning chapters.
6. One Chapter Member of the Year is selected from among the recipients of this award from each participating Chapter, and the member selected will receive a complimentary registration to the IPMA-HR Eastern Region Training and Development Conference/Forum for the following year.
7. Appendix One contains a description of current Awards and qualifying criteria for nominee consideration.
8. Below is the procedure for processing and reviewing the names of nominees for awards to be considered by the Awards Committee.

Actor	Step	Action
ER President	1	Canvasses Chapters for the names of members to serve on various Committees.
	2	Appoints a Chairperson and members to the Awards Committee. The President may delegate this to the Awards Chairperson.
Awards Chairperson	3	Forwards to each Chapter a memorandum describing each award and the criteria for nominations along with a request for nominees.
Chapters	4	Review award categories and criteria and prepare nominations in accordance with prescribed procedures. Forwards nominations and recommendations to Chairperson.
Awards Chairperson	5	Receives nominations and forwards copies, usually via email, to Committee members.
	6	Either by conference call or email discussion, contacts Committee members to evaluate nominee information as to award criteria and to finalize Committee recommendations based on a consensus.
	7	Forwards Committee recommendations to the President.
ER President	8	Presents the Committee recommendations to the Executive Board for approval.
Executive Board	9	Receives the reports and votes on recommendations.
ER President	10	Notifies award recipient of their selection along with the need to provide a photograph and biographical sketch.
ER President and Awards Chairperson	11	Drafts/obtains biographical sketch and forwards it, along with a photograph of the nominee, to the Conference/Forum Host Committee for placement in the annual conference/forum program booklet.



**B. Awards - Densler Award Committee**

1. The Past Past-President, in consultation with other Past Presidents, is responsible for selecting the name of a recipient for the Frank H. Densler Award.
2. Nominees for the Densler Award are limited to candidates who are or have been affiliated with organizations within the Eastern Region; this award is not limited to a Past-President of the Eastern Region.
3. The ER President is notified of the choice, and either the ER President or the Past Past-President notifies the recipient as soon as possible, so the recipient can plan to attend the Awards Ceremony if possible.

**C. Credentials Committee**

1. The Credentials Committee is comprised of a Chairperson and two to four other members who are appointed by the President; the President may delegate this to the Credentials Committee Chairperson. The Committee is responsible for distributing ballots to eligible voters at the Annual Eastern Region Conference/Forum for the election of persons to the Executive Board. The members of the Credentials Committee are responsible for collecting and tallying ballots.
2. The chart provides the procedure followed for the election of persons by ballot.

Actor	Step	Action
ER President	1	Canvasses Chapters for the names of members to serve on various Committees.
	2	Appoints a Chairperson and members to the Credentials Committee; may delegate this to the Credentials Chairperson.
	3	At the annual conference/forum, announces when and where election ballots may be obtained and announces the date, time, and location of the annual business meeting where the election will be conducted.
Credentials Chairperson	4	Contacts IPMA-HR for a list of Individual and Agency members.
	5	Drafts and prints ballots for eligible voters using different color paper stock for the ballots: (a) Individual Members of IPMA-HR or Chapter Affiliate Members (b) Full Conference/Forum Registrant
	6	Obtains a roster of full conference/forum registrants from the Host Chapter
	7	At specified location and time, distributes ballots after determining voter eligibility and logs issuance of the ballots.
ER President	8	Opens nominations to the Members of the annual business meeting (usually held on Tuesday afternoon).

Credentials Committee	9	Instructs voters to indicate on the ballot any vote for Nominees approved at the annual business meeting.
	10	Collects and tallies the ballots.
Credentials Chairperson	11	Reports election results to the President
ER President	12	Announces election results; calls for motion to destroy ballots.

#### **D. Exhibitor/Sponsor Committee**

1. The Eastern Region President appoints the Exhibitor/Sponsor Chairperson, who appoints Exhibitor/Sponsor Committee members. It is practical for the President-Elect to appoint the Exhibitor/Sponsor Chairperson for the Conference where they will serve as President in advance of being installed as President of the Region.
2. The Exhibitor/Sponsor Chairperson sets the annual costs of sponsorship:
  - a. Sets costs for advertisements in conference program
  - b. Sets Exhibitor/Sponsorship packages – including or not including what may be sponsored (e.g., conference bag, meals, events, speakers, etc.)
  - c. Sets what an Exhibitor/Sponsor receives for each level of sponsorship (e.g., conference registrations, meals, ads, etc.)
3. Works with Conference Treasurer to invoice and collect payment from exhibitors and sponsors.
4. Any money received from Exhibitors and Sponsors, except that which is to be specifically applied to the Conference Program, is considered Host Committee Revenue. All such revenue is to be incorporated in calculating the net gain of the conference and is part of the total calculation for Region and Host Committee revenues.
5. The registration fee for the Exhibitor/Sponsor Chair is complimentary.

#### **E. Nominations Committee**

1. The Nominations Committee is comprised of a Chairperson and four other members. Traditionally, the Chairperson is the current President-Elect. The Committee reviews the qualifications of nominees in terms of each office on the Executive Board to be filled and forwards a report of their findings and recommendations to the President.

2. No later than ninety (90) days before each annual business meeting conducted at the annual conference, the President appoints a Nominations Committee. The President may delegate this to the Nominating Committee Chairperson.
3. The President shall send a list of nominees for the Region's Executive Board positions to each chapter, along with a biographical sketch of each, no later than thirty (30) days prior to the annual business meeting.
4. Candidates for office are nominated for one year terms for the Office of Secretary, and for three Members-at-Large. Candidates for the office of the Treasurer are nominated for a two-year term, serving as Treasurer-elect and Treasurer. Candidates for the Office of President are nominated for a three year term serving as President-Elect, President, and Past-President. Candidates for the office of Eastern Region Representative to the Executive Council of IPMA-HR are nominated to serve a three-year term, with elections held every three years.
5. Below is the procedure for obtaining, processing, and reviewing nominations for office on the Eastern Region Executive Board.

<b>Actor</b>	<b>Step</b>	<b>Action</b>
ER President	1	Canvasses Chapters for the names of members to serve on various Committees.
	2	Appoints a Chairperson and members to the Nominations Committee; may delegate this to Nominations Chairperson.
Nominations Chairperson	3	Forwards to each Chapter a memorandum describing each office and a request for nominees.
Chapters	4	Review office descriptions and prepares nominations following prescribed procedures. Forwards nomination(s) and recommendation(s) to the Nominations Chairperson
Nominations Chairperson	5	Receives nominations and forwards copies, usually via email, to Committee members.
	6	Usually via conference call, meets with committee members to evaluate nominee information as to qualifications and office to be filled. Finalizes Committee recommendations based on a consensus of the Committee members.
	7	Once the Committee selects nominees, Chairperson will contact each nominee to ensure his/her willingness to stand for election and, if elected, are willing to serve in the position.
	8	Forwards Committee recommendations to the President.
ER President	9	Forwards the list of nominees and biographical sketch of each nominee to each chapter. Notifies chapters of date and location of the annual business meeting in which the election of offices shall take place; then forwards to Host Committee Chair for inclusion in the Program Book.

## F. Program Committee

1. The Eastern Region President appoints the Program Chairperson, who appoints Program Committee members. It is practical for the President-Elect to appoint the Program Chairperson for the Conference where they will serve as President in advance of being installed as President of the Region.
2. The Program Committee is comprised of the Chairperson and as many members as the Chairperson deems adequate for the extensive work involved. The Committee is responsible for planning and presenting the program portion of the annual Eastern Region Conference/Forum.
3. The Committee is provided a line item amount in the Annual Eastern Region budget for speakers and Committee expenses. The Chairperson, in consultation with the President, determines how the budgeted funds are to be disbursed. The balance of expenses are covered by a combination of the following: the speaker or member themselves, grants, donations, and employers covering speaker, or Committee expenses.
4. The Committee is responsible for developing the Conference/Forum theme and training tracks.
5. The Chairperson works closely with the local Host Committee communicating facility requirements, program content, and material related to the program to be included in the conference program book.

Actor	Step	Action
Program Chairperson and, as delegated, Program Committee Members	1	Selects conveners and speakers for each program session
	2	Solicits ideas and input for program topics from local chapters and Committee members
	3	Confirms the convener and speaker invitations in writing and insures that:
	4	The topic, format of the session and time allocated to each speaker is clearly explained
	5	Clear concise directions to the site and location of the session are provided; and appoints a Program Committee Representative to work with each convener/speaker
	6	Speakers submit outlines or papers on a schedule established by the President and the Program Committee Chairperson
	7	Arranges for duplications of handouts as required
	8	Conveners and speakers coordinate their presentations
	9	Arrangements are made for any audio visual equipment, electronic requirements or other special needs
	10	Bios and photographs are obtained and forwarded to the Chairperson and conveners for introducing speakers; also to Host Chairperson for inclusion in the Program Book.

6. No complimentary Full Conference/Forum registrations are to be provided to presenters.
7. One day registrations may be provided to speakers as negotiated in advance and approved by the Program.
8. All speaker travel or other program expenses must be approved in advance by the Chairperson.
9. The Chairperson must keep an accounting of all Program Committee expenses and remain with the established budget.
10. The Chairperson must keep the Host Committee continuously apprised of changes to facility requirements, equipment needed, and changes in the program topics, presenters, and scheduled agenda.
11. The Chairperson reports progress on program development to the President and Executive Board.
12. Thank you correspondence is to be forwarded to all conveners and speakers within thirty (30) calendar days of the Conference/Forum.
13. The registration fee for the Program Chair is complimentary. If the Program chair chooses to have a Co-Chair that individual must pay their own registration fee, or by advance mutual agreement the complimentary registration fee may be split between these individuals with each paying the difference of the fee.

#### **G. Resolutions Committee**

1. The Resolutions Committee is comprised of a Chairperson and originally four other persons appointed by the President; the President may delegate this to the Resolution Committee Chairperson. The Committee is responsible for developing resolutions to be presented to the membership at the annual business meeting conducted during the annual Eastern Region Conference/Forum.
2. The Committee is normally requested to develop at least one resolution of a substantive nature dealing with some current aspect of Human Resource Management. Also included could be resolutions dealing with IPMA as an organization both within the Region and on a national basis. Often the President or members of the Executive Board provide suggestions for resolutions.
3. In addition to "substantive resolutions," the Committee normally develops resolutions related to planning and conducting the annual Region conference. These include:
  - a. Resolution commending the Host Committee

- b. Resolution commending the Host Chapter
- c. Resolution commending the Program Committee
- d. Resolution commending the Host facility
- e. Resolution commending the Host governmental unit (State/Local)
- f. Resolution commending and thanking the Conference/Forum Sponsors and Exhibitors.

4. The procedure for the development of the resolutions follows.

<b>Actor</b>	<b>Step</b>	<b>Action</b>	
ER President	1	Canvasses Chapters for the names of members to serve on various Committees.	
	2	Appoints a Chairperson and members to the Resolutions Committee. The President may delegate this to the Resolution Committee Chairperson.	
	3	If appointed by the President, forwards a list of members to the Chairperson.	
Resolutions Chairperson	4	Canvasses Committee members for ideas for potential “substantive resolutions”. Receives input from Chapters and President.	
	5	Confers with Committee members to sort through potential topics and to identify any topics that warrant development.	
Committee Members	6	Draft the resolution(s) and share the draft with other Committee members.	
Resolutions Chairperson	7	Present proposed resolution(s) to the President in writing.	
ER President	8	Presents the Committee recommendations to the Executive Board for approval and/or Committee consideration.	
Executive Board	9	Receives the reports and votes on recommendations.	
ER President	10	Notifies Chairperson of approved resolutions.	
Resolutions Chairperson	11	Develops resolutions with Committee members to recognize persons and activities related to planning and conducting the annual Region Conference/Forum (see paragraph 6.c. above).	
	12	Presents resolutions to the Executive Board for approval.	
(Resolutions Continued)	ER President	14	At the annual business meeting, requests the Resolutions Chairperson or designee to present/read the resolutions to the memberships for approval.
		15	Calls for a vote on each resolution.
		16	Forwards any resolutions which have been approved and which require submission to IPMA-HR for approval, to the Chairperson of the IPMA-HR Resolutions Committee.

Resolutions, Continued

IPMA-HR Resolutions Committee	17	Reviews submitted resolution(s) and makes recommendations to the Executive Council as to presenting the resolution in the annual business meeting at the national Conference.
IPMA-HR President	18	Through the IPMA-HR Resolutions Committee, calls the presented resolutions to a vote by the membership at the annual business meeting at the national conference.

## **SECTION IV FISCAL MANAGEMENT**

1. The Treasurer, in conjunction with the President and the President-elect, shall prepare an annual budget for the fiscal year and submit the budget to the Executive Board for approval.
2. The Treasurer shall prepare other financial reports as may be directed by the President or Executive Board.
3. Disbursement of monies shall be authorized by the President or President-elect in the absence of the President. The President, the Treasurer, and the Treasurer-Elect each shall have signature authority to issue authorized checks on behalf of the Region and have access to electronic records of the financial institution.
4. The Treasurer is authorized to disperse payment for Invoices in accordance with the approved Budget of the Region. Invoices not included in the approved Budget document are to be reviewed and approved by the Executive Board prior to issuance of payment.



## **SECTION V. ANNUAL CONFERENCE/FORUM**

### **A. Purpose**

The annual conference/forum is one of the principal functions of the regional organization and this conference/forum produces the funds needed to operate the Region as well as provide development funds for the Chapter hosting the conference. It is imperative, then, that conferences/forums be self-supporting and revenue producing. It is, therefore, assumed that all chapters inviting conferences or bidding are committed to rendering the support necessary to achieve Region goals as well as their own.

### **B. Bidding Process and Conference Site**

1. Chapters wishing to host a conference are to submit a written proposal to the Executive Board. When two or more Chapters present proposals for the same conference, the proposals constitute bids. Chapters interested in hosting a conference are to make as complete and as formal a presentation as possible to the Executive Board whether one or several chapters are interested in hosting a conference.
2. All Chapters should assume the responsibility of hosting an Eastern Region Conference/Forum from time to time. Chapters interested in inviting the annual conference to their area should advise the President and Executive Board as soon as feasible to allow time for evaluation and consideration of the bid.
3. It is advisable that the invitation be extended for the conference/forum site two years in advance of the prospective conference.

### **C. Preparation and Presentation of Invitations**

1. The President of the Region should be notified as soon as a chapter has determined that it is interested in hosting a conference. The invitation should include:
  - a. Name and address of bidding chapter(s)
  - b. Person(s) who will present the proposal
  - c. Proposed location for the conference
  - d. If applicable, dates the conference was last held at the suggested site and the attendance at that conference.

## 2. Consideration:

- a. Proposed Conference/Forum Dates – conference/forum are normally held no earlier than April 1 nor later than June 15. The period immediately before or after Easter is avoided.
  - 1) In 2010, The IPMA-HR Executive Council adopted a Resolution to “require Executive Council approval if a region wants to schedule its conference within two months of the International Training Conference.” Thus, no Region may schedule a Conference for the period of 60 calendar days before and 60 calendar days after the IPMA-HR International Conference without approval of the IPMA-HR Executive Council.
  - 2) In order to avoid conflict with other Regions, prior to signing a contract with the hotel, the Eastern Region President is to share the proposed dates for the Conference/Forum with the other Region Presidents and the IPMA-HR Executive Director.
- b. Conference/Forum Hotel – provide information on the adequacy of facilities for program activities, number of guest rooms, current room rates, projected room rates and other charges, complementary room arrangements, banquet facilities, menu and beverage policies, guarantee provisions, special items, features, and attractions.
- c. Accessibility of proposed site – availability of schedules for air and ground transportation, special arrangements necessary/possible, convenience to attractions in locale, etc.
- d. Documentation of local support – where possible, invitation should show letter(s) of commitment or support from Mayors, Agency Head(s), other appropriate officials, cooperating organizations/institutions, etc.
- e. Possible theme for host activities – indication of possible social activities, facilities, and attractions both for spouses during the day and the full conference in the evening can be included.
- f. Copies of the written responses from all hotels being considered in the bidding process, expressing the interest of the hotel to host the conference, the open dates, and the date by which a response is expected back to the hotels.

## D. Selection Process

1. The Executive Board shall consider only proposals presented by a member or members representing a chapter from within the Eastern Region.

2. The President shall advise the Executive Board members and all bidders of the time and location of the site selection meeting.
3. All bidders are welcome and are encouraged to present their proposals to the Executive Board in person.
4. The Executive Board shall have final approval in selecting a conference site from submitted proposals. The decision of the Executive Board shall be announced at the annual business meeting.
5. Consideration shall be given by the Executive Board to the location of previous conferences and the intent to which the proposal follows the guidelines suggested by the Executive Board.
6. As soon as possible after the chapter learns that the proposal has been accepted, the chapter should forward a copy of the hotel contract agreement to the President to distribute to the members of the Executive Board.

## **E. Responsibilities of the Host Committee**

### **1. General**

- a. Coordinate with the President of the Region.
- b. Arrange through the President for the Executive Board to visit and tour the proposed site of the conference.
- c. Prior to signing a contract with a hotel, the Host Committee Chairperson shall discuss with the Executive Board the detailed arrangements with the hotel and all financial considerations related to holding the conference/forum at the hotel, including any special functions. Materials such as identification of members of the Host Committee and their responsibilities, tentative schedule, and a detailed budget should be available for each member of the Executive Board during the one site visit. The Chairperson should be available to discuss the proposed budget and be prepared to make modifications based on guidelines provided by the Executive Board. Invitations to attend the site visit shall be extended to the Program Committee Chairperson and the Exhibitor/Sponsor Committee Chairperson. During the site visit the Host Committee should be prepared to discuss the items listed in 2-9 below.

### **2. Local Support**

- a. The organization of the Host Committee showing specific detailed responsibilities of subcommittees and support staff.
- b. Prepare a report showing support of local public officials, agency heads, etc.

### **3. Arrangements with Hotel (adequacy of facilities)**

- a. Number of sleeping rooms contracted.
- b. Number of complimentary rooms and indication of persons assigned.
- c. Meeting rooms for program activities.
- d. Meeting space for Executive Board.
- e. Room rates and charges such as parking, use of pool, health facilities, etc.
- f. Menu and beverage policies and prices.
- g. Late check-out policies and baggage storage provisions.
- h. Arrangements for invocation and honor guard for opening/closing ceremonies.
- i. Determination of head table arrangements in conjunction with the President.
- j. Arrangements for the President's reception, the banquet, and the awards luncheon.
- k. Arrangements for the Chapter President's Workshop.
- l. Control of admission to social activities and other functions.
- m. Coordination of a reception with the Host Committee for the succeeding conference.
- n. Make arrangements for tent cards (name cards) if it is determined these will be used on the Head table(s) of sessions; particularly at the Opening Session.

### **4. Registration**

- a. Outline of proposed procedure for pre-registration.
- b. Ordering invoices for billing or preparing in-house invoices.
- c. Process for billing agencies and tracking payment.
- d. Decisions relative to name tags and ribbons.
- e. Preparation of list of conference registrants.
- f. Procedures for handling registration desk on the day of the conference.
- a. Finances – see Appendix Two, Eastern Region Conference Finances

- b. Prepare a detailed budget projection to enable the Executive Board to establish registration fees.
- c. Establish a checking account for the Regional Host Committee.
- d. Appoint a treasurer and assistant.
- e. Designate all registration fees to be paid to the Host Committee.
- f. Set up an account for expenditures and income, including donations and advances from the Region.
- g. Determine if request needs to be made to the Executive Board for an advance of working capital prior to the conference.
- h. Prepare detailed financial report at the close of the conference as well as follow-up reports, to be presented to the Executive Board.
- i. Make appropriate disbursement of funds (First \$10,000: \$2,000 to Host Chapter; \$8,000 to Eastern Region. Remainder: 50% each to the Host Chapter and Eastern Region).

## **5. Social Functions**

- a. Plan adequate program of social activities for participants and interesting program for spouses.
- b. Prepare a list of restaurants in the area for registrants and guests.
- c. Prepare a suggested list of side trips for participants.
- d. Plan pre-conference activities for conference participants.
- e. Plan for all entertainment at the conference including the reception and banquet.
- f. Control of admission to social activities and other functions.

## **6. Publicity**

- a. Send information regarding site attractions, hotel booking procedures, social function information, and any other material to enhance the attractiveness of the site to potential conferees.
- b. Provide publicity for the Eastern Region Conference/Forum at the national IPMA-HR conference.
- c. Develop cost estimates for publicity expenses.

- d. When appropriate, coordinate with local media and Program Committee chairperson on press coverage, conference photographs (for IPMA-HR News), and speaker's press conferences as appropriate.
- e. Prepare general communication, preferably in late Fall, regarding conference site and dates, host chapter, room rates, registration fees, program and social theme, program chairperson and highlights as known (keynoter, affiliate meetings, i.e., IPMAAC, etc.) to members and arrange publicity in IPMA-HR News).
- f. Publicize the themes of all concurrent sessions and prepare registration mailing publicity release to members and other prospects, usually done via email to the Region's List Serve.

## **7. Conference Materials**

- a. Design a logo for the conference/forum program and print the conference program on high quality paper. The logo is to be reviewed and approved by the Executive Board.
- b. Determine the presentation of the conference program (notebook vs. bound brochure or other Board approved format).
- c. The program should include (listed in no particular order):
  - (1) Greetings from the President, Program Committee Chair, Sponsor/Exhibitor Committee Chair, Host Committee Chair, Host Chapter President; and Governmental officials (Governor or Mayor).
  - (2) List of Eastern Region Executive Board
  - (3) List of Past Presidents of the Eastern Region
  - (4) List of Eastern Region Conference/Forum committees and membership (program, awards, Densler Award, Credential, Nominations and Resolutions).
  - (5) List of local Host Chapter Executive Board
  - (6) List of Host committees and membership
  - (7) List of Eastern Region Chapter Presidents
  - (8) List of all current award recipients, to include an award description, nomination description, and recipient bio; and for the Densler and Cushman awards, a list of past award recipients.
  - (9) Conference Program Agenda to include theme, hotel meeting room layout, times, sessions, speakers, room locations, and social events.

- (10) Biographies of all speakers and photos as available.
- (11) Listing of Sponsors, Exhibitors, Advertisers, and Acknowledgements
- (12) List of conference/forum participants (may be provided separately)
- (13) Evaluation forms (may be provided separately)
- d. Obtain conference materials such as notebooks, paper, pens, and giveaways for Conference/Forum bag.
- e. Arrange for door prizes/gift baskets for drawings throughout the Conference.

## **8. Hospitality**

- a. Establish guidelines relative to the operation of the hospitality room; that is, not to be open during conference sessions or major activities.
- b. Maintain and operate the hospitality suite, providing hospitality services.

## **F. Responsibilities of the Executive Board of the Eastern Region.**

### **1. General**

- a. Schedule date for on-site meeting at selected hotel to review Host Committee plans.
- b. Reach agreement on the Host Committee plans.
- c. Estimate the number of people to be in attendance and set a registration fee.
- d. President issues invitations to the President and Executive Director of IPMA-HR.
- e. Via Chapter liaisons, the Executive Board secures a current e-mailing list or mailing labels of Chapter members and forwards it to the Host Chairperson.

### **2. Program Chairperson**

- a. Develop and present for approval to the Executive Board the entire professional program assuring that all topics are timely and meaningful to the membership
- b. The Opening and Closing Plenary speakers, keynote speaker, and conference/forum theme are to be reviewed by the Executive Board.

- c. Develop and present for approval estimated program budget for speakers and expenses as necessary.
- d. Provide program plans as developed and within time constraints to Host Committee Chairperson for publicity.
- e. All money collected for speaker costs (e.g., sponsorships from exhibitors or Chapters) belongs to the Region. It is used to cover all speaker costs. Program Committee sponsorships (whether by chapter, corporate or IPMA-HR) are solicited by the Exhibitor/Sponsor Chair and credited to the ER Account). Expenditures are debited to the ER Accounts as appropriate.

### **3. Exhibitor/Sponsor Committee**

- a. Sets the annual costs of sponsorship.
  - 1) Sets costs for advertisements in conference program
  - 2) Sets Exhibitor/Sponsorship packages – including or not including what may be sponsored (e.g., conference bag, meals, events, speakers, etc.)
  - 3) Sets what Exhibitor/Sponsor receives for each level of sponsorship (e.g., conference registrations, meals, ads, etc.)
- b. Works with Conference Treasurer to invoice and collect payment from exhibitors and sponsors.
- c. Any money received from Exhibitors and Sponsors, except that which is to be specifically applied to the Conference Program, is placed in Host Committee's Conference Account and included in calculating the net gain of the conference prior to calculating the split of the revenue for the Region and Host Chapter revenues.



## **VI. ANNUAL BUSINESS MEETING**

1. Each year the Eastern Region holds an annual business meeting during the annual Region Conference/Forum.
2. Written notice of the meeting is forwarded to each Chapter by the Region President, usually via email. The notice provides the place, day, and hour of the meeting and the purposes(s) for the meeting. Notice of the annual meeting is not to be provided less than 30 days nor more than 120 days before the date of the meeting.
3. A quorum for the annual meeting shall be no less than 25 members eligible to vote.
4. Except as may be provided by the By-laws, "Roberts' Rules of Order (Revised)" shall govern the proceedings of the annual meeting.
5. Minutes of the annual meeting are to be recorded by the Region Secretary or designee. The Minutes from the previous year's Annual Meeting are to be approved by the members at the annual meeting.
6. A report by the Treasurer is to be presented at the annual meeting. The report shall detail the financial operations of the Region covering the current fiscal year and project conference revenues to approximate the year-end's financial status.
7. The President presents a report recapping the major activities conducted by the region during the current fiscal year. The report is to cover accomplishments as well as the "State of the Region".
8. See Section II for the nomination and election of persons to serve on the Executive Board. See Section III for the development and approval of resolutions.

## **VII. GENERAL**

### **A. Chapter Development**

1. Chapter development is one of the major functions of the Region Executive Board. The Region is responsible to insure the vitality of the Region's Chapters. The Region is to assist failing chapters, revitalize former chapters, and establish new chapters in addition to assisting healthy chapters. One method used to assist in the endeavor is the use of Region funds.
2. Each year the Executive Board of the Region approves a budget for Region operations. One line item is for chapter development. IPMA-HR will reimburse a portion of the expenses which meet IPMA-HR qualifications. Other Region expenses for chapter development must be borne by the Region.
3. Chapter development monies are available for chapter development as reimbursable seed money or presented as a grant. Chapters seeking funds must put the request in writing, including current financial condition of the Chapter (Checking & Savings Account Balances) and forward the request to the President. The President obtains Executive Board approval for the award of seed money or grants. Stipulations in the use of the funds with a means of accounting for the expenditures will be provided.
4. Chapter development funds may be used for assisting new chapters in getting started or to revitalize existing chapters. Funds may be used to offset meeting expenses or local conference development. Funds have been used in obtaining printing material for membership drives and to defray postage expenses. Funds are also used by the President or with the approval of the President, by an Executive Board member to meet with current or prospective chapter leaders.
5. Another major activity conducted by the Region is the annual Chapter Development Workshop for chapter Presidents and Presidents-Elect. The budget for the Region contains another line item to conduct the Workshop. A limited amount of funding may be set aside to assist attendees in covering travel expenses to attend the Workshop. Only necessary travel expenses may be covered and, if made available, attendees will be requested to obtain travel monies first from their employers or chapter prior to seeking reimbursement from the Region. The Exhibitor/Sponsor Chair will attempt to arrange for the sponsorship for all or a portion of the cost for this Workshop.
6. To strengthen the communication link between the Region and the Chapters, the President will assign members of the Executive Board to serve as liaison with the Chapters. The liaisons are to maintain regular contact with the Chapter leadership and assist in maintaining the health of the Chapter or as requested by the Chapter. The liaison reports chapter activities to the Region and Region activities to the Chapter.

## **B. Three President System**

1. In order to ensure the vitality in the Region, all Chapters are encouraged to operate with the “Three President System”, known as the “3 P’s”. Experience has shown that Chapters which have faltered or failed have not operated with a 3 P’s system.
2. The 3 P’s system consists of a President, President-Elect, and Immediate Past President, who are part of the Board of Directors within a Chapter. Election for the office of President is a three year commitment on the part of the candidate. Elected individuals serve one year each as President-Elect, President, and Past-President. This promotes continuity of leadership and vitality for the Chapter.
3. Existing Chapters are encouraged to amend their bylaws if the 3 P’s system is not incorporated in the bylaws. All newly forming Chapters in the Eastern Region are to have the 3 P’s system in their bylaws prior to being chartered by IPMA-HR.

## **C. Complimentary IPMA Registration**

From time to time a Complimentary Registration to the IPMA-HR International Conference is provided to the Eastern Region by a Sponsor. In years that such is available, the Executive Board shall decide how to award this opportunity. Often the Sponsor has specific selection criteria that must be followed.

## **D. Audit of Records**

The Treasurer of the Region is responsible to maintain accurate records of the receipts and disbursements of Region funds throughout the fiscal year. The financial records of the Region are to be audited by an independent auditor on an annual basis. The outgoing Treasurer is responsible for obtaining the independent audit with the report going to both the incoming and outgoing Treasurer. The report is also presented to the Executive Board.

# **APPENDIX ONE**

## **AWARDS**

The following awards may be presented at the annual Conference/Forum of the Eastern Region. Details on each award are on the noted page.

	<b>Page #</b>
1. Frank H. Densler Award	28
2. Charles H. Cushman Award	29
3. Supervisor/Program Manager Award	30
4. HR Supervisor/Manager of the Year Award	31
5. Human Resources Specialist of the Year Award	32
6. Outstanding Chapter Award	33
7. Most Improved Chapter of the Year Award	33
8. President's Award	35
9. Outstanding Chapter Member Award	36

## FRANK H. DENSLER AWARD

The Frank H. Densler Award (formerly the Past President's Award) was established in 1979-80 to recognize a person in Federal, State, or local government who has contributed significant direction and effort in improving the vitality of the Eastern Region of the IPMA-HR and the field of public human resource administration. The 1985-86 Executive of the Eastern Region IPMA, and at the requests of the Past Presidents of the Albany Eastern Region conference, voted to change the name of the Past President's Award in honor of Frank H. Densler who was the first President of IPMA Eastern Region. Mr. Densler died on November 20, 1985 and was 100 years old at time of his death.

### **PURPOSE:**

The purpose of this award is to recognize and honor a member of the Eastern Region who has contributed significant direction and effort in improving the vitality of the Eastern Region of the IPMA-HR and the field of public human resource administration.

### **CRITERIA:**

The major criteria, as evaluated by a committee of Past Presidents of the Eastern Region, is that the person selected must have made a significant contribution to the goals, purposes and objectives of IPMA Eastern Region and the field of public human resource administration.

Nominees for the Densler Award are limited to candidates who are or have been affiliated with organizations within the Eastern Region, however, this award is **not** limited to a Past President of the Eastern Region.

## **CHARLES H. CUSHMAN AWARD**

The Cushman Award, established in 1957, is presented annually by the Eastern Region of the International Public Management Association-HR. The Award is a tribute to Charles H. Cushman, given in memory of his outstanding and lasting contribution to the field of public Human Resource Administration as Director of Personnel for Rhode Island, as Chairman of the Eastern Region, and as President of the Public Personnel Association. His public and private life exemplified the finest traditions of public service.

### **PURPOSE:**

The purpose of this award is to recognize and honor a member of the Eastern Region who has made an outstanding and lasting contribution to the field of public human resource administration.

### **CRITERIA:**

The major criteria as evaluated by the Awards Committee of the Eastern Region, is that the person selected must be a practitioner in human resource management promoting sound, positive, innovative, and effective human resource principles.

## **SUPERVISOR/PROGRAM MANAGER AWARD**

### **PURPOSE:**

The purpose of this award is to recognize and honor a person who has control and responsibility for a substantive public program outside of the human resource management function. The recipient will have contributed to and successfully applied good public human resource administration to carry out program responsibility. The award is presented to an individual whose performance supports the quality of human resource management, applies and implements good human resource management techniques, shows innovativeness and creativity in motivating and providing opportunities for employees to enhance and/or reach their full potential, and is successful in attaining the confidence of supervisors and subordinates in the fair and impartial application of human resource management principles.

### **CRITERIA:**

1. Any supervisor or manager is eligible who has control and responsibility for a substantive public function. The selected individual shall have contributed to and successfully applied sound human resource management principles in carrying out his/her program responsibility.
2. The criteria, as evaluated by the Awards Committee of the Eastern Region, are that the person selected demonstrates:
  - a. Quality of human resource management;
  - b. Application/implementation of sound human resource management techniques;
  - c. Innovative/creativity in motivating and providing opportunities for employees to enhance and/or reach their full potential; and
  - d. Success in attaining the confidence of supervisors and subordinates in the fair and impartial application of human resource management principles.
3. Each nomination must address the criteria below in no more than 200 words:
  - a. Describe a major problem (or two or more significant problems) the candidate handled exceptionally well.
  - b. Describe one or more innovative programs initiated by the candidate.
  - c. How has the candidate established the human resource function as an integral part of his or her organization and contributed to the organization's strategic goals?
  - d. How has the candidate demonstrated his or her management skill?
  - e. Describe one or more ways the candidate has contributed to the improvement of management functions within the organization?

## **HUMAN RESOURCE SUPERVISOR/MANAGER OF THE YEAR AWARD**

### **PURPOSE:**

The purpose of this award is to recognize and honor a person who has supervisory or management responsibility for a substantive public human resource management function. The recipient will have contributed to and successfully applied good public human resource administration to carry out program responsibility. The award is presented to an individual whose performance supports the quality of human resource management, applies and implements good human resource management techniques, shows innovativeness and creativity in motivating and providing opportunities for employees to enhance and/or reach their full potential, and is successful in attaining the confidence of non-HR managers and administrators in the role of effective business partner.

### **CRITERIA:**

Any human resource supervisor or manager is eligible who has responsibility for a substantive public human resource management function.

The criteria, as evaluated by the Awards Committee of the Eastern Region, IPMA-HR, are that the person selected demonstrates:

1. High quality and standards of human resource management;
2. Application/implementation of sound human resource management techniques;
3. Innovativeness/creativity in motivating and providing opportunities for employees to enhance and/or reach their full potential; and,
4. Success in attaining the confidence of non-HR managers and administrators in the role of an effective business partner.

**Each nomination must address the criteria below in no more than 200 words.**

1. Describe a major problem (or two or more significant problems) the candidate handled exceptionally well.
2. Describe one or more innovative programs initiated by the candidate.
3. How has the candidate established the human resource function as an integral part of his or her organization and contributed to the organization's strategic goals?
4. How has the candidate demonstrated his or her management skill?
5. Describe one or more ways the candidate has contributed to the improvement of management functions within their organization.



## HUMAN RESOURCE SPECIALIST OF THE YEAR AWARD

### PURPOSE:

The purpose of this award is to recognize and encourage innovation and high standards in the day-to-day work of public human resource management. This award provides an opportunity for individuals to receive recognition and support from their peers. The award recipient receives a complimentary registration to the IPMA-HR Conference.

### CRITERIA:

This award is presented to the member of the Eastern Region who has demonstrated the ability to properly apply human resource management procedures to gain the confidence of management and employees at all levels in his/her organization, to instill understanding of proper management techniques and procedures for his/her services, and to resolve complex personnel management issues. The criteria, as evaluated by the Awards Committee of the Eastern Region are as follows:

1. The person must be an IPMA member of a chapter, region, or international, working public human resource administration for three (3) or more years.
2. The person has:
  - a. Demonstrated skill and ability in the proper application of human resource management procedures;
  - b. Obtained confidence of management and employees at all levels of the organization;
  - c. The ability to instill an understanding of proper human resource management techniques and procedures for users of his/her service;
  - d. Skill in resolving complex human resource management issues that arise; and
  - e. Exhibited self-motivation and innovativeness in carrying out day-to-day assignments.
3. Each nomination must address in 200 words or less the below criteria:
  - a. Describe a significant major problem (two or more significant problems) the candidate handled exceptionally well.
  - b. Describe one or more innovative programs initiated by the candidate.
  - c. How has the candidate established the human resource function as an integral part of his/her organization's strategic goals?
  - d. How has the candidate demonstrated his/her management skill within the human resource function?
  - e. Describe one or more ways the candidate has contributed to the human resource profession as a whole.

## **OUTSTANDING CHAPTER OF THE YEAR AWARD**

**and**

## **MOST IMPROVED CHAPTER AWARD**

### **PURPOSE:**

The purpose of these awards is to recognize and honor 1) a chapter that has made and sustained innovation and diversity in chapter programs, resourcefulness, effectiveness, and support for the community in carrying out the goals of the IPMA, and, 2) a chapter that has shown the most improvement or progress in one or more evaluation areas. An award of \$300 is granted by the Eastern Region to the Outstanding Chapter and to the Most Improved Chapter. A Chapter may win in only one category per year.

### **CRITERIA:**

#### **1. Innovation and Diversity in Chapter Programs**

Describe your most significant Chapter-sponsored meetings and programs, and/or provide a synopsis of each, to include number in attendance. Provide any information on special ceremonies or events which occurred at one or more of the scheduled meetings. Also describe any special conferences which the chapter either hosted or co-hosted with other professional groups/associations. Please indicate any "firsts" for the Chapter.

#### **2. Resourcefulness in Publicity and Marketing**

Describe actions taken to market Chapter activities or attract new members to the Chapter. These may include preparation of brochures/informational literature, use of print or video and/or use of membership drives. Please include the total membership for the year of nomination and the year immediately preceding such nomination. Please indicate how these efforts have differed from those used in the past.

#### **3. Effectiveness of Operations**

Describe the Chapter's organizational structure and provide a copy of the Bylaws. Provide a copy of the annual report/summary which is distributed to the Chapter membership. Provide information including the number of IPMA members who have become affiliated with the Chapter.

(Chapter of the Year and Most Improved Chapter, continued)

4. Support for Community Activities

Describe your most significant community service activities which the Chapter participated in or sponsored and provide copies of any media coverage provided to these activities. Provide information on scholarship, professional exchange, or internship programs sponsored by the Chapter. Please indicate which of these where “firsts” for the Chapter.

5. Other Information

Provide information on any other unique or special features of the Chapter’s operation or membership. This may include information on Chapter members who are active in Eastern Region or IPMA members who are currently serving on national committees.

6. Nominations are to be limited to no more than three (3) single spaced typed pages.

## **PRESIDENT'S AWARD**

### **PURPOSE:**

At the direction of the current Eastern Region President, this award may be presented to an individual, group, or company who may not be directly involved in the field of Human Resource Administration, but who has made a significant contribution to the goals and activities of the Eastern Region over a period of time. The award consists of a plaque or similar recognition to be presented at the annual Conference/Forum.

## **OUTSTANDING CHAPTER MEMBER AWARD**

### **PURPOSE**

To recognize a Chapter member for his/her outstanding contributions to the Chapter, IPMA-HR, or the field of human resources. Chapter Presidents will make nominations. The Awards Committee will select from among the nominees one (1) recipient. The award recipient will receive a complimentary registration to the IPMA-HR Eastern Region Training and Development Conference/Forum for the following year. The net cost for the registration will be reimbursed by the Eastern Region to the Eastern Region Conference/Forum.

### **CRITERIA**

The major criteria, as evaluated by the Awards Committee of the Eastern Region, is that the person selected may not be on the Executive Board of the Chapter and must have made a major contribution to the Chapter, IPMA, or the field of human resources.

## **APPENDIX TWO**

### **EASTERN REGION CONFERENCE FINANCES**

**Approved by the Eastern Region Executive Board on November 21, 2016**

#### **A. PRIOR TO THE CONFERENCE**

1. The Region loans up to \$4,000 in seed money to the Host Committee. Typically, \$2,000 of the loaned money is used by the Host Committee to pay for the Conference Reception held at the previous year's conference. The loan is repaid by the Host Committee to the Region after the conference.
2. The Program Committee has an operating budget through the Region.
3. The Program Committee currently receives \$2,000 from IPMA-HR for a speaker sponsorship. IPMA-HR must be invoiced to obtain this money. Invoice is sent by the Program Chair to the Executive Director IPMA-HR.

#### **B. COSTS**

##### **1. Region Costs**

- a. Payment for conference/forum registrations (at cost) for:
  - 1) ER President
  - 2) Host Committee Chairperson;
  - 3) Program Committee Chairperson;
  - 4) Exhibitor/Sponsor Committee Chairperson;
  - 5) Chapter Member of the Year (selected at the previous year's conference);
  - 6) IPMA-HR President
  - 7) IPMA-HR Executive Director
  - 8) One IPMA-HR Staff Representative
- b. Eastern Region Past Presidents' Breakfast (at cost)
- c. Two Eastern Region Board meetings including food (before and after the conference);

- d. Hotel room for IPMA-HR Executive Director

## **2. HOST Committee Costs**

- a. Eastern Region President's hotel room. Generally "comped" through the hotel contract.
- b. IPMA-HR President's hotel room. Generally "comped" through the hotel contract.
- c. All other costs associated with the conference (meals, rooms, events, hospitality, materials, etc.). These costs are deducted from conference registration revenue (including Exhibitor/Sponsor registration & revenue) prior to calculating revenue split with the Eastern Region.

## **3. PROGRAM Committee Costs**

- a. Costs associated with speakers (speaker fees, food, travel, equipment, materials). All speaker costs are to be negotiated by the Program Committee. For example, a speaker may waive or discount his/her normal speaking rate or the Committee may opt to NOT offer travel reimbursement.
- b. Speaker "thank you" gifts.

## **C. OTHER FINANCIAL INFORMATION**

### **1. EXHIBITOR Committee**

- a. Sets the annual costs of sponsorship.
  - 1) Sets the costs for advertisements in conference program.
  - 2) Sets Exhibitor/Sponsorship packages – including or not including what may be sponsored (e.g., conference bag, meals, events, speakers, etc.)
  - 3) Sets what exhibitor receives for each level of sponsorship (e.g., conference registrations, meals, ads, etc.)
- b. Works with Conference Treasurer to invoice and collect payment from exhibitors and sponsors.

- c. Any money received from Exhibitors and Sponsors, except that which is to be specifically applied to the Conference Program, is placed in Host Committee's Conference Account and included in calculating the net gain of the conference and is part of the total calculation for Region and Host Committee revenues.

## **2. SPEAKER COST AND CONFERENCE NET GAIN**

All money collected for speaker costs (e.g., sponsorships from exhibitors or Chapters) belongs to the Region. It is used to cover all speaker costs. Program Committee sponsorships (whether by chapter, corporate or IPMA-HR) are solicited by the Exhibitor/Sponsor Chair and credited to the ER Account. Expenditures are debited to the ER Accounts as appropriate.

## **3. DETERMINING "AT COST" EXPENSES**

This is the actual cost for meals, conference materials, ribbons, drink tickets, and other related items which a FULL Conference registrant receives; the real cost of the Conference for 1 FULL Conference attendee. The amount has typically been \$75-\$100 less than the full Conference registration.

## **4. CONFERENCE SPLITS**

After reconciliation of all Conference finances, the Region receives 80% of remaining revenue up to the first \$10,000. Any revenue beyond \$10,000 is split 50/50 each to Host Chapter and Eastern Region.

## **5. CONFERENCE TREASURER**

The Host Chapter designates a Conference Treasurer. The Host Chapter sets up a separate Conference banking account for accepting Conference payments. This account is a Chapter account and compliance with federal, State, and local tax requirements is the responsibility of the Host Chapter. When requested, the Eastern Region Treasurer will serve as an advisor to the Host Chapter Treasurer.

## **6. GENERAL RESPONSIBILITIES OF THE HOST COMMITTEE**

Arrange through the President for the Executive Board to visit and tour the proposed site of the conference.



Prior to signing a contract with a hotel, the Host Committee Chairperson should confer with the Executive Board to discuss detailed arrangements with the hotel and all financial considerations related to holding the conference at the hotel, including any special functions. Ideally, materials such as identification of members of the Host Committee and their responsibilities, tentative schedule, and a detailed budget should be available for each member of the Executive Board during the one site visit. The Chairperson should be available to discuss the proposed budget and be prepared to make modifications based on guidelines provided by the Executive Board.

## **7. SPECIAL REQUIREMENT**

In 2010, The IPMA-HR Executive Council adopted a Resolution to “require Executive Council approval if a region wants to schedule its conference within two months of the International Training Conference.” Thus, no Region may schedule a Conference for the period of 60 calendar days before and 60 calendar days after the IPMA-HR International Conference without approval of the IPMA-HR Executive Council.

## **APPENDIX THREE**

### **IPMA-HR AND REGIONAL STRUCTURE**

The IPMA-HR is divided into four regions plus International Chapters. The regions include the Eastern, Central, Southern, and Western Region. The four regions are comprised of Chapters.

To contact a local chapter in your area, go to the IPMA-HR web site at [www.ipma-hr.org](http://www.ipma-hr.org), click on Membership, and then click Chapters/Regions and select your area. Or, contact the IPMA-HR Membership Department by phone at (703) 549-7100 or by e-mail at [membership@ipma-hr.org](mailto:membership@ipma-hr.org)

#### **REGIONS & CHAPTERS**

##### **Eastern Region**

Albany-Capital Region New York

Connecticut

Montgomery County MD

New Jersey

Patuxent River Basin MD

Rhode Island

Southeast Coast MA

The Greater New York City

West Virginia

**Central Region**

Greater Dayton Ohio  
Greater Kansas City  
Greater St. Louis  
Kansas  
Minnesota  
Northern Ohio  
Wisconsin

**Southern Region**

Alabama  
Arkansas  
Georgia  
Kentucky  
Louisiana  
North Carolina  
Oklahoma  
South Carolina  
South Florida  
Tennessee  
Texas  
Virginia

**Western Region**

Arizona  
Central California  
Channel Islands  
Colorado  
Idaho  
Inland Area  
North Bay Chapter  
Northern California  
Oregon  
Sacramento-Mother-  
Lode  
San Diego International  
Southern California  
Southern Colorado  
Southern Nevada  
Utah  
Western Washington