**GUIDELINES FOR HOSTING ANNUAL MEETINGS**

Guidelines for Hosting Annual Meeting:

1. Host Local is responsible of table decorations at the annual breakfast.

2. Each Local should collect and organize method of door prize drawing- each local is responsible for providing a door prize.

3. Host Local should assist with registration at the annual meeting; the NMCB guest book should be used at this time.

4. Host Local should check with the NMCB President for any specific needs, change in agenda, and responsibility- they should be alert for any way of assisting.

Guidelines for Hosting Mid-Year Meeting:

A local may host the Mid-Year Meeting, or a group of two or three locals may wish to work together. The invitation may be extended to the general membership at the annual meeting; the sooner it may be announced the better. (If it is decided before the annual meeting, it can be placed on the calendar).

The Hosting Group is Responsible For:

1. Coordinating the dates with the NMCB Executive Officers; preferable dates are in late June or early July- it is important to avoid county fairs. ANCW Mid-Year and any other conflicts, if possible.

2. Arranging for meeting place and at least one meal for general membership- the schedule will depend on the agenda set by the executive officers; this usually includes:

 A. Executive board meeting for the evening meal (no-host, or may be

sponsored) followed by business meeting; those arranging for facilities need

to allow for this extra time- normally between two and three hours for business.

 B. General Membership meeting the following day usually includes: 1.

Business meeting, 2. Workshops, 3. Lunch, entertainment, and any special

program or speaker. Host group may arrange for continental breakfast or

regular breakfast- dependent on facilities and funds.

3. Sending invitations to NMCB Executive Board- also see that information is included in Jingle Jangle and The Wrangler.

4. Setting the registration fee to cover costs. Sponsors may be solicited for the functions and any favors- this is the responsibility of the host group.

5. Providing name tags, decorations- if host group wishes, and any other pertinent item.