



Committee Chair Description of Duties

Audit:

- This committee is comprised of two past Regional Vice Presidents.
- This committee meets during the Regional Conference for the purpose of auditing the Region VII financial accounts and records.
- The Regional Fund Trustee will prepare a Financial Report annually, prior to the Annual Meeting, which is to be provided to the Audit Chair with the financial records, as follows:
 1. Annual Financial Report of the Trust Fund and Annual Audit Report of the Trust Fund from the prior year.
 2. Annual Financial Report of the Trustee for the current year.
 3. All bank statements and the documentation that applies to each statement.
- Audit Forms are provided in the file for use in preparing the audit report. Blank forms can be copied for future needs.
- The books will include beginning and ending balances for the checking and savings accounts with any deposits, disbursements and interest as submitted by the Region VII Fund Trustee.
- The chair and committee will review, sign off and note if books are found to be in order or not in order.
- The chair of the committee completes the audit form and makes an oral report of their findings during the Business Session.
- Immediately following the oral report, the audit chair turns over the completed audit form to the Secretary of the Regional Conference, the Regional Vice President and the Region VII Fund Trustee with a copy in the audit file.

Awards:

- The Regional Vice President assigns the Awards Chair and committee.
- The committee shall administer the Regional awards as outlined in the bylaws.
- The Awards Chair sends notification to members immediately upon assignment.
- The notification to members needs to include chair and committee contact information for all award categories, deadline to submit awards, link to awards manual and any other pertinent information deemed necessary by the awards chair.
- The chair accepts applications, confirms receipt of the applications and forwards to the judges.

- After the winners are chosen by the judges, the Awards Chair orders the plaques. They can be ordered from the International website or a private vendor. Keep in mind the allotted reimbursement for each plaque.
- Send receipt and completed reimbursement form to the Region VII Trustee Fund Chair.
- The Awards Chair will announce the winners and present the plaques at the Region VII Conference Awards Banquet. The Awards Chair may assign the previous Member of the Year and Hall of Fame to present those awards.
- The Region VII Awards Committee will administer the Region VII Awards Procedures Manual; make changes, as deemed necessary, with the final approval resting with the Regional Vice President.
- Upon approval of the Regional Vice President, the revisions will be presented to the members at the annual Regional conference and distributed to all local associations immediately. Should any award criteria change; the new criteria will apply to the awards presented at the following year's Regional conference.
- Should the manual require updates, the awards chair sends the entire revised manual to the Regional Marketing Director to be added to the regional website.

Bylaws/Standing Rules/Recommendations:

- The Regional Vice President shall appoint a chairman and at least two members to review the current edition of the bylaws and standing rules.
- The committee shall be appointed no later than August 15th.
- The committee shall send notification to all members in good standing to send proposed amendments.
- The committee shall consider and correlate proposed amendments received from members and local associations, together with its own, and submit amendments receiving a majority vote of the committee to the annual meeting for consideration.
- Amendments to Regional Bylaws or Standing Rules which are required in order to be in compliance with IAIP Bylaws shall be completed by the Bylaws Committee, and shall not require the approval of the voting body of the Regional Conference.
- Amendments to Regional Bylaws or Standing Rules which are required to correct spelling, grammatical, or punctuation errors, and which do not alter the intent or meaning of the Bylaw or Standing Rule shall be completed by the Bylaws Committee and shall not require the approval of the voting body of Regional conference.
- The chairman shall strive to distribute the proposed amendments to all members no later than sixty (60) days prior to the Region VII conference.
- These bylaws may be amended by a majority vote of the voting body, provided written notice has been submitted to Regional members at least sixty (60) days prior to the date of the vote, and by a two-thirds (2/3) vote of the voting body with less than sixty (60) days previous notice.
- The committee shall incorporate all bylaws and amendments adopted at the Regional conference and furnish revised, electronic copies to IAIP Corporate Centre.

Credentials:

- The Regional Vice President shall appoint a chairman and any number of members, who shall be present at the Region VII conference.
- The committee chair shall send notice to association presidents with their contact information, credentials forms or website link to access the correct credentials forms.
- Members at Large will meet separately at the meeting site to vote for their delegate and alternate.
- The Certification and Credentials of Voting Delegates can be accessed on the international website under the Forms section.
- The committee shall collect printed or electronic credential forms, certify delegates and alternates, and register delegates and alternates at Regional Conferences. The Credentials forms may be collected electronically prior to the meeting or at the meeting site.
- The committee shall collect printed or electronic credential forms, certify delegates and alternates, and register delegates and alternates at Regional conference.
- Register delegates and alternates and make sure delegates and alternates are seated in the appropriate areas during all meetings.
- Receive the delegates and alternates ribbons from the host committee or at registration.
- Set a time schedule for committee members to be available to certify delegates and alternates.
- The chair of the committee makes an oral report during the Business Session.
- Any member who contests a delegate or alternate certification shall do so to the committee prior to the adjournment of the meeting at which the delegate or alternate is registered.
- The Regional Vice President shall make the final decision on contested delegate or alternate certification.

CWC:

- The Assistant to the Regional Vice President is the chair of this committee.
- This committee will consist of the Chair, one member for the Before and one member for the After holding rooms, one member for each inside door entrance and one member for each outside door entrance.
- The committee members are assigned by the RVP.
- The past RVP assistant or CWC facilitator normally provides a bell and three timers or stopwatches to the Timekeepers committee. Confirm they have the materials and the bell is in working condition before the conference or as soon as possible. Timekeepers may use the timers on their smartphones only if in quiet mode.
- Send notice to all members requesting contestants to complete the most recent CWC application.
- Send notice to contestants for their introductions and bios.
- Coordinate a minimum of three judges that are not current or former members of IAIP that are available to attend the Regional conference. To avoid any conflict of interest the judges should not know any of the contestants.

- If necessary, ask for assistance from the host association in securing judges.
- Send judges a letter with a copy of the scoring sheet and guidelines before the speakoff.
- CWC applications, script, judges scoring sheet and judge letter template can be located on the international website under the Forms section.
- Schedule a meeting and practice session with all committee members, timekeepers and contestants at the Regional conference. If time permits, schedule the meeting the night before the speakoff.
- Meet with the judges immediately prior to the speakoff.
- Judges should be seated throughout the room but close enough to see and hear the speakers without any obstructions. Provide judges with a score sheet for each contestant, a clipboard, pen and calculators.
- Provide each attendee with a copy of CWC Audience Sheet so they can keep track of each contestant.
- Facilitate the speak-off and assist with the preparations onsite.
- You can read the judges bios in between the speakers while they are scoring the contestant.
- Have interesting filler available in case the judges need time to score.
- Coordinate with the host committee before and after holding rooms for contestants and assign each room a committee member to assist contestants.
- Assign committee members at each door to monitor entering and exiting during a speech. One committee member for inside and one committee member for outside each door. Be careful to cover any hotel staff entrance so as to not interrupt the speaker.
- Assign a committee member to escort the contestants to the meeting room where the speakoff is being held. This member will also escort the speaker to the After room.
- When assigning tasks for committee members keep in mind that some may not be able to hear the contestants.
- Follow the script guidelines found on the International website.
- Present the judges with a certificate of thanks and or a small gift. (Optional)
- Calculate the judges scores with each available CWC committee member after the speakoff to determine the winner. Confirm accuracy of scores. Make sure the winner is confidential.
- Announce the winner at the awards banquet and present them with a certificate or email them a certificate immediately after the meeting.

Education:

- This committee will be classroom moderators.
- The chair will coordinate moderator class assignments.
- Committee members will be assigned to one or more classes as deemed necessary.
- Moderators will ensure class starts and ends within the time allotted.
- The moderators will introduce and assist presenters during seminars/workshops.
- Instructor bios will be included in the meeting program.
- Distribute and collect any materials, ensure AV equipment is working and rooms are set properly.

- For the classes approved for CE credits, sign-in/out sheets must be properly processed and returned to the classroom moderator.
- The classroom moderator returns the completed sign in/out sheets to the instructor who is responsible for state filings.
- If sign in/out sheets are not completed properly or students fail to sign, no CE credits will be given.
- The students are responsible for following up to ensure proper credit is given.

First Timers:

- A First Timers is a member attending their first Regional Conference.
- First Timers should mark the ribbon portion of their registration that they are a first timer.
- Determine the number of First Timers from the meeting program. A First Timer's status will be marked in the program with an *.
- The chair may want to contact the host association in advance for names and contact information to advise of the time and place of the First Timers Meeting.
- Set a time and place for a First Timers Meeting.
- Invite all First Timers to attend as well as the Regional Vice President. The chair may also choose to include any VIP's and Gold Timers that are in attendance. A member's Gold Timer status will be noted in the meeting program.
- The committee is responsible for the First Timers becoming familiar with the Regional conference functions and what to expect as a participant at the conference.
- Explain the First Timers "Bill of Rights". The Bill of Rights can be found in the meeting program.
- Assist first timers in getting to know others attending through mentoring, networking and social interactions.
- Plan an activity that will allow the First Timer the opportunity to network with other members.
- You may secure a sponsor to help defer the costs, if any.

Gold Timers:

- Gold Timers should mark the ribbon portion of their registration that they are a gold timer. To qualify for Gold Timer status certain criteria must be met.
- Determine the number of Gold Timers from the meeting program. The chair may want to contact the host association in advance for names and contact information to advise of the time and place of the Gold Timers Meeting.
- Set a time and place for a Gold Timers Meeting. This meeting can be held in conjunction with the First Timers.
- Invite all Gold Timers to attend. The chair may also choose to include any VIP's and First Timers that are in attendance. A member's Gold Timer status will be noted in the meeting program with a **.
- Explain the Gold Timers "Bill of Rights". The Bill of Rights can be found in the meeting program.
- Gold Timers can assist first timers in getting to know others attending through mentoring, networking and social interactions.

- Plan an activity that will allow the Gold Timer the opportunity to network with other members.
- You may secure a sponsor to help defer the costs, if any.

Meeting Briefing: previously Meet the Candidates:

- This committee facilitates the “Meeting Briefing” portion of the Regional conference.
- This meeting is normally held after the education classes have adjourned.
- A meet the candidate’s forum is developed so that members have an opportunity to hear the candidate’s position, why they are qualified to serve as Regional Vice President.
- Prepare appropriate questions to ask each candidate. The number of questions is dependent on time allowed for the Meeting Briefing.
- Decide the order of the candidate questions and if the chair will ask all questions or divide questions for each candidate among the committee members.
- Leave time for questions from the attendees.
- This committee can also update Delegates on any bylaw or recommendations that are being proposed at the Regional conference.
- All delegates and alternate delegates are required to attend this briefing.

Minutes Approval:

- Meet with the meeting secretary following each business session or as instructed.
- The responsibilities of this committee are to follow the CD’s script, copy provided, during the business meeting and make corrections as needed and fill in the blanks.
- Review and compare notes of the committee against meeting notes taken by the conference meeting Secretary.

Nominating:

- The members of the Regional Nominating Committee are: • a chairman who cannot vote (appointed by the Regional Vice President by December 15) • Three (3) members appointed by the current Regional Vice President.
- Members seeking to serve on this committee must submit an application by the deadline communicated by the Regional Vice President.
- The committee shall consist of members from different local associations or members-at-large within the region.
- The committee members and the chairman must agree to serve and to attend the regional conference.
- The committee receives recommendations and qualifications of candidates from councils, local associations, and active members. In addition, the committee can submit its own nominations.
- The committee shall submit at least one name for each position to be filled. Following the report of the committee, additional nominations may be made from the floor.
- The nominations are for the following positions: • Regional Vice President; If the Nominating Committee determines that none of the recommended candidate(s) is qualified, it must solicit candidate(s) from the permanent files or general membership.

The report of the Nominating Committee at the regional conference, following any description of the committee or the committee's work, shall be in a form similar to the following: Chapter 7: Nominating Committees 7-6 Revised December 2016

- Nominating Committee Chairman – “Madame/Mister Regional Vice President, as set forth in Article IV, Section 2.E. of the IAIP Bylaws, the Nominating Committee recommends the following slate of candidates for the region for the 20__-20 term. Candidates' qualifications were previously provided and will not be read at this time.
- For Regional Vice President: Madame/Mister Regional Vice President, this concludes the report of the Nominating Committee.
- Important: At no time should the Nominating Committee discuss candidates, questions, or committee results via e-mail as this may breach privacy laws.
- Schedule a meeting date, time and private place with the committee and candidates.
- Have each committee member prepare questions in advance that are appropriate to each office.
- The Nominating Committee is required to keep results, conversations and all meeting information strictly confidential and never to be discussed with other members or candidates. At no time should the Nominating Committee discuss candidates, questions, or committee results via e-mail as this may breach privacy laws.
- Prepare and present a Nominating report for the meeting business session.
- Within two weeks of the council meeting, the Regional Nominating Committee chair must submit a follow-up report to the Regional Vice President.

****General Responsibilities, Guidebook and additional information regarding this committee can be found on the International website in the Comprehensive Manual - Chapter 7 - Nominating Committee.**

Pages:

- The responsibilities of this committee are to be easily accessible to all members to collect notes and messages.
- Committee members will have reserved seating at the business sessions.
- Chair will provide each committee member with an appropriate item identifying them as Pages. (corsage, hat, pin, scarf).
- Deliver notes and messages to the Regional Vice President Assistant to read during breaks in the business session.
- It is recommended the Pages Chair assign one member to gather messages from other committee members and deliver the messages to the Regional Vice President Assistant to avoid disruption during the meeting.
- Distribute handouts where needed. *Note:* The committee is not allowed to distribute campaign materials for candidates running for elected office.
- Assist the Protocol chair if needed.

Note: Delegates and alternates cannot serve as Pages.

Parliamentarian:

- The Parliamentarian is assigned by the Regional Vice President.
- Become familiar with Region VII Conference meeting rules, International and Regional Bylaws, Standing rules and procedure manuals prior to the annual meeting.
- The rules contained in the latest edition of Robert's Rules of Order Newly Revised shall be the parliamentary authority for all matters of procedure not specifically covered by IAIP Bylaws, standing rules, procedure manuals, and Regional Bylaws.
- Should a question arise without a clear answer in Robert's Rules of Order, IAIP Bylaws, Standing Rules, procedure manuals or Regional Bylaws or Standing Rules consult with the presiding officer as to the best solution.

Printed Program:

- The program may be in a digital format and sent to members in advance of the Regional Conference or the program may be a printed version and distributed with attendees registration packets.
- Confirm with the host association if there will be printed copies available for the committee. If not, print your own or use the digital version for the review process.
- The committee meets at a predetermined time to review the program.
- This committee is responsible for reviewing the printed program for corrections and last-minute changes.
- The chair will have specific wording written into the Regional Vice President's script for their announcement.
- The chair announces any changes early in the business session. *Example:* on page 25 please change the name of the committee chair from — to.
- Clerical changes such as spelling errors are noted in the Printed program report but not announced.
- Give completed report to the meeting Secretary for filing purposes.

Protocol:

- This committee works with the various other committees to establish proper protocol in meeting setup, seating arrangements, order of seating of individuals at the head table and facilitates that the room(s) are properly prepared prior to the start of meeting(s).
- In charge of name tents at the Head Table, lining those seated at the Head Table up to march in, in proper order at the start of the business meeting.
- In charge of association name tents for delegates seating.
- In charge of reserved seating tents such as Pages and Timekeepers.
- Ensure reserved seating at meal functions if needed.
- Assist CWC chair with seating arrangements and any other requirements of the CWC judges.

Remembrance or Memorial:

- The Regional Vice President sends notice to current members for the purpose of gathering information to be used at the Region VII Conference regarding any chapter members who have passed away during the term and to honor them by remembering them during the meeting.
- Information to be gathered will include but not limited to: a photo (jpeg format), a biography of the member and any special accomplishments while a member of your chapter in order to highlight their contributions to IAIP and the insurance industry.
- The Remembrance Committee Chair assists the Regional Vice President with the notice to members.
- Meet with the Regional Vice President to determine when the presentation will be given at the conference. Also confirm the allotted time limit for the presentation.
- The committee will decide what type of remembrance ceremony will be presented at the annual meeting. A slide show would be appropriate if the necessary technology is available at the meeting.
- The committee must consider a respectful remembrance service.

Secretary:

- The meeting secretary records the minutes of the meeting.
- The Secretary may be invited/volunteer to participate in finalizing the script with the RVP, Assistant and Parliamentarian.
- RVP to provide a copy of the meeting agenda and final script to the Secretary, Parliamentarian, and International Officer prior to the business meeting,
- The Secretary will provide copies of the final script to the Minutes Approval Committee which consists of 3 people appointed by the RVP. They will work closely with the Secretary.
- The Secretary and committee members shall take notes individually during the business session(s) as to the starting/adjournment times, changes in speakers, motions made, delegates and first timers count, etc.
- Before any voting, the Secretary will be called upon by the RVP to do a roll-call of all the current associations in the council. The association and MAL delegate or alternate will respond if present. If there is no answer, the Secretary will call the association one more time.
- The tellers report on any counted vote shall be entered into the minutes.
- All reports and other materials for inclusion in the minutes shall be typewritten and presented to the meeting Secretary.
- At the end of the business session the Minutes Approval Committee shall meet with the Secretary to compare entries for concurrence,
- Once the final corrected version of the script has been agreed upon by the Secretary and Minutes Approval Committee, it should be signed by all.
- The Secretary will provide a signed copy of the corrected/completed script to the CD for inclusion in the Meeting Certification package (see “ Regional Conference Certification” in the IAIP Toolkit). The entire package should be submitted to the IAIP Corporate Center within 60 days following the council meeting.

- If a new RVP has been elected, a completed/corrected copy of the script should be given to the RVP-E to use next year.
- A printer should be available on site for any last minute or emergency printing. Keep in mind not all meeting sites will have a business center.

Tellers:

- Must be present at ALL business meetings.
- Collect and count votes at each general session either by paper ballots or standing head count of delegates.
- Supply note paper to distribute to the tellers committee to present to delegates for ballot voting.
- Verify the ballots cast and discount any blank or illegal ballots.
- The chair prepares the committee's report.
- All voting is strictly confidential.
- Distribute the report to the presiding officer, meeting secretary and Parliamentarian, if applicable.
- Presiding officer will make an official announcement of the results.

Note: Delegates and alternates cannot serve as Tellers.

Timekeepers:

- Chair and committee must be present at all business sessions, delegates briefing and CWC speak-off and any meeting where timing is required.
- Has a committee of two.
- Timekeepers will have reserved seating at all meetings.
- Keep time for CWC contestants as written in the CWC guidelines and which CWC Chair will read aloud prior to the competition.
- CWC Chair will have the bell and a minimum of three calculators and timers which will be given to the Timekeepers Chair prior to the Delegates Briefing.
- Test all calculators, timers and bell prior to the meetings.
- If timers and calculators are not available use a digital device such as a smartphone.
- Compare times with committee for accuracy. Announce times when prompted by the CWC Chair.
- Start timer as soon as the speaker begins and stop immediately after their last word.
- For the three minute prepared speech, a prompt signal will be given at 2 minutes, 45 seconds. For the one- minute impromptu, the signal will be given at 55 seconds.
- No member shall speak in debate more than twice on the same question on the same day, or longer than three (3) minutes per speech, without permission of the assembly granted by a two-thirds (2/3) vote without debate.
- Return bell and calculators to the CWC Chair after close of all business.

YNP:

- Ask for a list of registered attendees from the registration or program chair.

- YNP's should note on the ribbon request portion on the registration form if they are a YNP. Double check the Program roster to make sure all YNP's are included in the planned event.
- Plan a separate event, such as a Happy Hour, luncheon or breakfast meeting and invite all registered YNP's to attend. The committee can also invite VIP's and other members.
- This committee normally has an event time frame of 30 minutes to an hour.
- The committee may ask for sponsorship for a planned event to help with the costs.

****All committees with the exception of Parliamentarian and Secretary can be comprised of a chair or co-chairs and any number of committee members as deemed necessary.**

Respectfully submitted,

Regina Lemanowicz, CLP
Region VII Marketing Director

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