

# Potential Executive Duties

## **Secretary/President/Vice President:**

1. Request funding/sponsorship from companies.
  - It is advisable to do this prior to January of conference
  - Cover letter will be obtained from last years planning committee (Rosemary/Nicole/Joan Goertzen)
  - Ensure contact person's name from each individual company
  - Obtain list of companies to be contacted (request same from previous planning committee); for example, BL, Alcon, Allergan AMO, Pfizer, Novartis, Zeiss, Inova, Merck Frost etc.)
2. Print and provide agenda for the Executive and the General Meeting
3. Book the Business Meetings for the Executive on Thursday 1 hr, and on Friday x 2 hrs of the COS

## **President:**

1. Provide welcome letter for delegate's binders
2. Provide Thank you letters post-conference (I often sent a personal hand-written thank you note with or without the standard thank you letter)
3. Send standard thank you letter (letter of thanks from President CSORN is probably adequate vs. letter from President plus Planning Committee Chair)
4. Send notes of thanks to planning committee (token gift optional)
  - a. Thank you notes also sent to Executive of CSORN and COS (Kimberly Ross, Joyce Davis and Hubert Drouin)

## **Treasurer:**

1. National Treasurer will assume all financial interactions that is both acceptance and distribution of allotted funds as deemed necessary by Executive

### **Secretary:**

1. Have registration forms available for education day
2. Notify local reps of Executive meeting (see below)
3. Have up to date CSORN membership list available
4. Contact all chapter Representatives for updated membership list

### **Potential Planning Committee Duties**

1. Set up bank account for conference in CSORN name (second signer will be needed)
2. Organize education program for upcoming conference (Kimberly Ross COS will request this by January 31 prior to conference)
3. Confirm Speakers:
  - o request a short bio and photo for conference use
  - o inquire what technical assistance they will need (this will have a deadline according to Kimberly Ross, COS)
  - o request Speaker's notes for delegates and print them for delegate binders
  - o Send letter by email to all speakers with confirmation of room, time and topic. Assign someone to meet and greet them at the door and assist with AV issues if any.
  - o Register and pay for guest speakers (non-nursing CSORN members \$70?)
  - o Give each speaker three suggested objectives
  - o Provide Gifts for speakers ( value \$100) with card of thanks.
4. Coffee and lunch breaks will follow COS regular times (as to visit booth/visit hall)
5. Business meeting will require 1 hour:
  - o 08:00-09:00 hrs
  - o in voting years suggest 30-35 mins. in addition to the above - elections and business meeting to occur concurrently in interest of time
6. Book room one hour for executive meetings x 2 (Kimberly Ross will do this for you): Thursday x 1 hr, and Friday x 2 hrs
  - o 8-12 persons usually attend
  - o suggest very light refreshments (e.g. cold beverages, nuts)
  - o normally included in meeting are Executive, Planning Committee and local reps from each province, if interested

- Executive will notify local reps of the above
7. Tote bags:
- sponsorship -these may be donated by a company or purchased
  - folder or binder will be necessary for papers for education day
  - solicit local reps/businesses for bags/goodies
  - may wish to insert welcome letter from Mayor
  - Welcome letter from President (Executive to provide)
  - fill tote bags day 2 prior to conference day (Executive/local delegates can assist, just notify then of needs and prep time)
  - Delegate Binders
    - provide cover page listing sponsors
    - provide certificate of attendance for delegate binders
    - provide cover page with thanks for planning committee
    - provide cover page with Executive names and contact numbers
  - welcome letter from President (Executive to provide)
  - provide evaluation form of conference and speakers and suggested list of topics for next symposium.
  - Ask for nurse speakers for next year.
8. Door Prizes:
- Optional
  - try to keep to a reasonable number as this takes lots of time and energy
  - to solicit, collect and distribute (last year each local rep was asked to provide a token gift from their province - I think this was a great idea)
9. Supply Executive with a tentative Education Program by end of March for Spring Newsletter
10. Day before the conference follow-up in the viewing room to ensure where all speaker programs are located (Kimberly Ross or Joyce Davis COS will assist)
11. Program usually proceeds as follows:
- Thursday pm
    - Executive meeting to be followed by welcome reception
  - Friday pm
    - Executive Planning meeting (New in 2006)
    - Gala night
  - Saturday PM
    - Wrap up meeting with Executive and next years planning coordinators
12. Prepare education room:
- Executive & planning committee usually start preparation and setup at 7 AM day of conference
  - request class room style seating if possible

- usually approx 100 delegates
- provide head table with 5-6 chairs (4 for executive, 1 for chairperson, 1 for speaker)
- provide one to two long tables in back of education room with 3-4 chairs each for registration and tote bag distribution; also may put door prizes here
- Will also need "delegation registration list: (obtain from Chuck or COS registration desk)
- Have available extra CSORN membership forms
- After discussion of the above, I would be happy to put together a folder of the finalized guidelines which can then be passed on to the Planning Committee.
- Rosemary, could you forward to me:
  - the request for corporate funding/sponsorship
  - the company and company contact names for this year's conference
  - The thank-you letter for sponsorship/funding from companies.