

SGMP

Central Florida Chapter



Policies and Procedures Manual

Updated

July 2018

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SECTION 1

Committees

Policies & Procedures
SGMP Central Florida Chapter

Committee Organization	Section 1: Committees Policy No. 1A
Date: Draft February 2005 Revised: December 3, 2012 Reaffirmed:	

Purpose

Standing and Ad Hoc Committees are appointed by the Chapter Board as needed to carry out the work of the Chapter.

The Chapter Board appoints the Chairperson of each committee.

Committee participation is voluntary and open to all categories of membership.

Committee budgets are submitted to the Chapter Board, for approval, at the Annual Board Retreat or within 60-days of committee formation.

Active participation is expected of all committee members.

All committees must keep records for permanent retention.

Policies & Procedures
SGMP Central Florida Chapter

Program Committee	Section 1: Committees Policy No. 1B
Date: Draft February 2005 Revised: April 2013, July 2018 Reaffirmed:	

Purpose

The program committee is dedicated to providing high quality educational sessions at the monthly chapter meetings. Committee members survey the chapter membership for programming ideas, and then select monthly topics based on the input received from the membership. Each committee member is assigned the coordination duties of a monthly meeting. The coordination consists of assisting the sponsor with venue selection, obtaining a speaker on the assigned topic, and communicating with the speaker, venue, meeting sponsor, and chapter Board.

Policy

The Board will ensure that National policies and procedures are followed.

The committee meets, as needed, to assist members with coordination duties and to plan for the coming year.

Chapter meetings are held the third Thursday of the month, unless determined otherwise by the Chapter Board.

The meeting sponsor will select his/her preference of either a luncheon or evening event. RSVPs should be solicited for all events. Historical attendance records are used to determine number of attendees for evening events.

The committee will determine monthly locations after the Board has determined the meeting dates. The committee is responsible for all planning aspects of the program, including speaker and arrangements, in accordance with the Program Committee Guidelines (see below).

Committee duties include:

- Determine locations
- Select educational topics and Speakers
- Coordinate with sponsor, venue and speaker
- Communicate monthly meeting information to membership
- Evaluate meeting

A survey of the membership will be used to help determine educational topics.

Guidelines for Monthly Program Arrangements

Program Arrangements

Encourage presenters to develop PDF/Docs that can be handed out to guests during the session.

Speaker Arrangements

The program coordinator for each month is responsible for making sure:

- The speaker knows the location, date and time of the meeting
- The speaker is provided with instructions for preparing/providing handouts and for having them copied and distributed (electronic copies preferred for posting to the chapter web site or include in a newsletter).
- The speaker has a hotel reservation if from out-of-town
- The speaker bio is obtained for introduction purposes unless you know them personally.
- A two-three sentence paragraph is obtained from the speaker for promotional purposes (sent out in the email publicity announcement to the membership), describing themselves and the topic they are presenting.
- Obtain the speaker's AV requirements. If a PowerPoint presentation, arrange for a laptop and computer projector, screen, etc. Obtain file in advance.
- Arrive early and confirm meeting set-up is accurate, AV equipment works and handouts are distributed on tables.
- The speaker is welcomed, properly introduced, and thanked
- Send the speakers contact information to the Chapter President, so the President may send a formal thank you letter.
- Request a check from Treasurer for payment of a speaker honorarium, if applicable.

Host Location/Sponsor Arrangements

The program coordinator for each month is responsible for making sure:

- A meeting site is selected and reception arrangements are made as well as arrangements for the board meeting
- The sponsor and meeting facility is informed of set-up details including speaker's AV needs and expected attendance (usually 45-55 people)
- The sponsor has finalized menu/catering arrangements (non-alcoholic beverages must always be served)
- Directions to the meeting site and special instructions are provided (include parking instructions when applicable)
- Obtain sponsor logos and web links for incorporation into the meeting notice
- The meeting itinerary/agenda is given to Chapter President
- The Sponsor(s) is(are) welcomed, properly introduced and thanked
- Program evaluation forms are emailed, within 48 hours of the meeting conclusion.

Publicity Arrangements

Send meeting details to Communication Chair for email announcements.

Items that need to be included in the flyer:

- Date, location and time of meeting
- Meeting description (2-3 sentences) of what folks will learn/benefits of attending
- Presenter name(s) and affiliation/credentials
- Sponsor logos and web links
- Directions to the meeting site and special instructions as provided (i.e., parking, web links, etc.)

Meeting Follow-up

The program coordinator for each month is responsible for making sure:

- Thank you notes are sent to the speaker and all sponsors
- Ensure honorariums and travel reimbursements are within the annual budget, track these expenses and submit reimbursement requests to the Board.

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Membership Committee	Section 1: Committees Policy No. 1C
Revised: Aug 2005, Dec 2012, May 2013 Reaffirmed:	

Purpose

The membership committee assists new members to find planner and supplier matches for their submittal to SGMP National Membership Manager. This committee also monitors the planner/supplier ratio, membership drops and retention and assists new members in joining a committee.

Membership Duties

- Put monthly chapter meeting attendance in excel spreadsheet, to maintain latest membership list. Also provide documentation for meeting attendance for those wishing to get scholarships and to become CGMP & CMP's.
- Keep list of potential planners & suppliers who want to join the chapter. Send emails, cards etc. to welcome potential planners. Encourage them to join the chapter.
- Notify/contact planners & suppliers about to drop or at risk.
- Assist staffing the registration desk during check in at Chapter Education Meetings. Treasurer will be there to take money.
- Update emails and addresses of members (should be going to National?).
- Membership blitz; Ask suppliers to share planners in Gainesville area.

Membership Categories:

There are five categories of membership in SGMP. Upon submission, your application is presented to the SGMP Board of Directors for approval. In order to maintain the membership balance, supplier and associate supplier applicants must join with a planner applicant. A quick link to all membership applications can be found on the National SGMP website:

http://www.sgmp.org/membership/membership_apps.cfm.

Government Planner

Federal, state, or local government employees who have the responsibility for planning or implementing any type of meeting, conference, or convention as part of their official duties. Employees of private organizations, a majority of whose membership is comprised of government employees, may also qualify as government planners if they plan and implement meetings as part of their official duties.

Contract Planner

Individuals, organizations or companies operating under contract to government agencies, and are receiving said payments directly from government agencies, to assist in the planning or implementation of meetings, conferences or conventions are contract planners by this definition. Individuals, organizations or companies that are compensated through retainer or commission from suppliers, i.e., hotels, conference centers, cities, etc., will be considered suppliers. This means that individuals, organizations or companies whose income in the planning or placement of government meetings, conferences or conventions is derived from suppliers are also considered as suppliers.

Supplier

Companies or individuals who solicit business from and/or who provide facilities and services to government planners outside of direct assistance in the planning and implementation of meetings. Suppliers include hotel representation firms, travel agencies convention & visitors bureaus, consulting firms, registration services, airlines, printers, exhibit managers, security services, etc.

Associate Supplier

Individuals, organizations or companies that are compensated through retainer or commission from suppliers (i.e., hotels, conference centers, cities, etc.) will be considered associate suppliers. This means that individuals, organizations or companies whose income in the planning or placement of government meetings, conferences or conventions is derived from suppliers are also considered suppliers.

Educator/Student - Retiree

Individuals who are educators or students who would not otherwise qualify for any other membership category. This is a nonvoting category and does not count toward planner/supplier "matching" requirements. This category is not open to anyone who would be eligible for any one of the three other membership categories. Click here for the application. (This will take you to the SGMP National website.)

Note: If a person qualifies for membership in more than one category, he/she must join at the highest membership category for which they are eligible.

Guests:

Supplier Guests: First Meeting free, each additional (up to 3 per year) is \$20.00. After the 3rd meeting in a year, suppliers will not be able to attend without a Planner Match.

Membership Processing Original Draft Date: Dec 2012 (pulled from National policy)	Section 1: Committees Policy No. 1D
Included: May 2013 Revised: July 2018 Reaffirmed:	

SGMP will not accept nor condone payment from supplier members for potential government meeting planners

Ratio

The following highlighted info was left out from the edits the membership committee provided, it seemed like info that needs to be included:

Membership Chair responsibility for new members

Each new member is to receive the following after their application is processed:

- Welcome letter
- Membership directory
- Committee signup sheet
- Calendar of events
- Current newsletter

All new members are assigned to a mentor. The Chair will email the assigned mentor upon receipt of the new member application. Initially, the board members will be the mentors and all new members will be assigned so each board member has approximately the same number of new members. It is expected the mentor list will expand once the program is fully under way.

Transferring Membership

Membership applications and transfer forms may be found on line at www.sgmp.org.

Membership Renewals

Members are given 30 days after the anniversary date to pay their membership dues. They receive 3 notices and a drop letter from SGMP National Headquarters. Membership drops will be listed on the monthly membership report. All planners must complete a planner profile with each year's renewal. The Membership chair and/or a committee member will encourage each member up for renewal to watch for their notice from the National Office.

The chapter may not pay or subsidize the planner renewal fees.

Chapter/Supplier payment for dues

Chapters are not allowed to pay dues for members. If a chapter holds an event where the membership is included in the registration fee for the event and a check for dues is written by the chapter, this must be indicated on the chapter check, by providing the members name at the bottom of the check or including a cover letter indicating which membership the check covers.

SGMP will not accept nor condone payment from supplier members for potential government meeting planners.

Membership Drops

A member, who allows their membership to lapse, will be dropped and if they wish to rejoin must submit a new membership application.

Any planner member, whose membership lapsed and rejoins the same chapter less than a year after her/his former anniversary month, cannot be matched with a new supplier application.

A meeting planner whose membership drops must submit a new application to rejoin. She/he will receive a new anniversary date based on National Board approval of membership.

Retention

The chapter Retention Representative works with the national Membership Retention Chairperson to decrease the chapter membership drop rate. Among other tasks as dictated by National, the Retention Representative receives the 90-day Drop Report from National and contacts these members to determine interest in continued membership. The Membership Chair and President are notified of intent to renew. The President and Membership Chair receive the Drop List from National and the President calls the members who indicated continued interest.

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Honors and Awards Committee	Section: Committees Policy No. 1E
Date: Draft February 2005 Revised: May 2013 Reaffirmed:	

Purpose

This section summarizes the various awards and honors given to chapter members. This committee is inactive at the time of this writing.

Policy

The Planner & Supplier of the Year awards are selected by the entire membership – nominations are collected from the membership and the voting is done by the membership.

An email is sent to the membership asking for nominees for each of the awards. After the nominations are complete an electronic survey ballot is compiled and sent to the general membership for voting purposes.

The committee tallies the votes (any nominees on the committee will not participate in the counting) and the awards are presented at the December meeting.

President's Award

This is an optional award that can be selected and presented by the president if he/she so wishes.

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Communications Committee	Section: Committees Policy No. 1F
Date: Draft February 2005 Revised: August 2005, May 2013 Reaffirmed:	

Purpose

The Communications Committee is responsible for communicating chapter news to the membership, potential members and the public.

Policy

The Communications Committee will be responsible for publication of the Chapter’s newsletter, which is published 4 times each year, the Chapter’s website, Gmail email account, Facebook account, Twitter account, monthly announcements and meeting industry nuggets.

This committee is also responsible for providing information on the Chapter activities to the Society’s national newsletter. Each edition of the newsletter and website will contain the following information:

- Chapter calendar of events
- Committee reports
- Review of past programs/events
- Articles for upcoming programs/events
- List of board members with contact information
- Name of the chapters newsletter
- Name of the chapter SGMP Central Florida Chapter
- Date and volume or issue number must appear on the cover
- Any other pertinent information that the Board deems appropriate

Newsletter Timeline

The current newsletter is distributed by e-mail format. For those unable to receive by electronic distribution, view or download the pdf version of the newsletter from the Chapter website.

It is the responsibility of the Communications Committee chair to set a timeline with specific submission deadlines for articles and a schedule to compile submitted articles into the next edition of the newsletter. Standard deadlines for submissions are one to two weeks after the last Chapter meeting for a publication date occurring five weeks after.

Website updates will be made as needed. The Board will establish advertising guidelines and cost publication. Any change or addition to the newsletter or website must be reviewed and approved by the President or another designated board member in the absence of the President before posting.

Website:

The Communication’s Chair should be in constant contact with the web master regarding website updates. The monthly registration link is posted for ease of member use, on the home page. Announcements are included in the side bar of the home page as well. Regular updates for officer changes, president’s messages, updated policies and meeting handouts in their respective locations will be made to maintain currency of the information.

Gmail:

The Communication’s Chair must also check the Gmail account and address emails that come in weekly. If someone wants to be added to the membership waiting list, or removed from the email blast list, contact the respective people who oversee each part.

Facebook/Twitter:

The Communications Committee oversees the Facebook and Twitter account. In order to keep people engaged, make sure both sites are relevant and up to date with the latest news. It is in the interest of the Chapter and its members to ensure they feel included, and engaged.

Monthly Announcements:

Create the monthly announcement the week after the previous Chapter meeting. Include the date, time, location, parking instructions, sponsor name, sponsor logo, sponsor hyperlink, SGMP logo, information regarding the meeting, and the RSVP hyperlink. The hyperlink should include the date, time, location and way for suppliers and guests to pay online.

Meeting Industry Nuggets:

The nugget is a short quote of the month that SGMP sends out to members. Something that is nice, informative, and easy for someone to read in 60 seconds. This is a marketing activity to keep members feeling engaged with the Chapter.

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Election & Nominations Committee	Section: Committees Policy No. 1G
Date: Draft February 2005 Revised: August 2005, May 2013 Reaffirmed:	

Purpose

The Nominations and Elections committee is responsible for ensuring elections are held in accordance with chapter national bylaws. Elections for this chapter are held biannually.

Policy

Committee Chairperson

The committee chair is the Immediate Past President. Should this person be unavailable, the president will appoint a chair.

Eligibility for Nomination

Candidates must:

- Qualify for the office category they are seeking
- Be a member in good standing, which includes, but is not limited to, having dues paid for the current year

Nominations Procedures

In an election year, the Elections and Nominations Committee chair or designee will announce at a monthly membership meeting the deadline for submission of nominations for office; this will usually occur at the February meeting. The chapter will vote before the March meeting and the new officers will be announced at the April meeting.

Members may nominate themselves as candidates for office. Members may also nominate other members as candidates for office, provided they have that person’s prior permission. Candidates must be a member in SGMP for at least six (6) months from the time of nomination.

The committee will verify all nominees are members in good standing and there is a proper ratio of planners and suppliers, with a maximum of four (4) suppliers, according to the National SGMP Bylaws.

The committee will prepare a ballot form and an official letter accompanying the ballot with a list of the candidates and information about each person. The ballots will be numbered for verification. The ballots will be distributed according to the National bylaws.

The committee chair will announce the slate of officers at the April membership meeting. A ballot package (ballot, list of candidates for each office, bio and picture for each candidate) will be mailed or emailed to all members in good standing in sufficient time to allow 30 days for voting deadline. Ballots will be numbered to assist with verification.

Voting Procedures

Members mail or email ballots; they cannot be faxed.

All ballots are counted by a specified committee member (if possible, the chair), verified on the closing date by the entire committee and noted on an official master ballot.

The committee chair or designee will immediately notify the chapter president of the results of the election.

The committee chair or designee will announce the results of the election at the April meeting. The new Board will be installed at the June membership meeting.

Fundraising & Community Events Committee (<i>Supplier Appreciation</i>)	Section: Committees Policy No. 1H
Date: Draft February 2005 Revised: August 2005, May 2013 Reaffirmed:	

Purpose

The chapter has adopted a theme of Supplier Appreciation for one meeting as a way to thank the suppliers each year. Currently, the Supplier Appreciation social takes place during the holiday season.

Policy for the Supplier Appreciation Meeting

The Supplier Appreciation meeting will coincide with the December meeting and will be announced during the November membership meeting. The program committee will work closely with the representative of the chosen venue on layout of the room and guaranteeing the number of attendees. The Awards & Scholarships committee will purchase the awards and present them to Supplier of the Year and Planner of the Year.

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Fundraising & Community Events Committee	Section: Committees Policy No. 1H
Date: Draft February 2005 Revised: August 2005, May 2013 Reaffirmed:	

Purpose

In an effort to give back to the community, this committee coordinates donations to local organizations. The committee helps solicit donations to the national charity, affiliated with the annual National Education Conference and may assist with the national charity volunteer event.

Policy

The committee gathers ideas for charities of choice from the chapter membership, compiles a list and chooses the charity for each fiscal year via chapter vote. After the charity is chosen, the committee will determine what type of event(s) will be held to raise funds. Usually, each month's 50/50 raffle proceeds go to the charity fund, from which a check is cut at the end of the fiscal year and presented to a charity representative. If possible, representatives from the charity may be asked to speak to the membership at several chapter meetings throughout the year to explain what the charity does for the community.

Silent Auction (Strike this item ?)

Proceeds raised from the silent auction are used as a funding resource for scholarships to be used by planners in attending the SGMP National Conference and the Southeast Regional Conference.

The committee, or silent auction sub-committee, will announce the Silent Auction via the chapter newsletter and website. The committee will also disseminate Silent Auction donation forms, review the list of donations and follow-up to ensure donations are received. This group is also responsible for finalizing the details and transportation of donated items and processing check payments.

The committee will ensure the following items are at the site for the auction:

- copies of the list of donated items
- bid sheets, blank bid sheets and pens to place by each bid sheet
- calculator, laptop computer, notepad, pens, stapler, extension cord and power strip, receipt book and moneybag, etc.

A thank you letter will be mailed to each sponsor and donor. Information on the Silent Auction will appear in the chapter newsletter and website as space permits.

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Scholarship Committee	Section: Committees Policy No. 11
Date: Draft February 2005 Revised: May 2013 Reaffirmed:	

Purpose

In an effort to send as many members as possible to the national and regional conferences, the board grants scholarships to planners and suppliers whose employers will not support their travel.

Policy

Scholarship funds are allocated to planner and supplier members to attend the Society of Government Meeting Professionals' National Education Conference and Regional Conferences. Scholarships are awarded based on volunteer hours and membership standing. Applicants can apply for partial or full scholarships. All members are encouraged to apply for a scholarship.

The committee chairperson has the authority to revise the scholarship application form at any time, with Board approval.

The committee chairperson is responsible for estimating the cost of all travel (including flights, hotel reservations and conference registration for all scholarship recipients) is calculated prior to board consideration of awards. Mileage is reimbursable at the current government rate, not to exceed the cost of airline tickets. If any travel arrangements are made outside of this procedure, the chapter will not reimburse and it will be the responsibility of the individual to pay in full. The Board will determine the budgeted amount to be used for scholarships for the upcoming annual conference.

The committee chair will distribute applications to the entire Central Florida membership via email and announce scholarship recipients at a monthly membership meeting as well as send to the membership via email.

After the conference, each recipient shall submit a newsletter article on one of the conference educational sessions no later than 30 days after the conference. The recipient shall submit a form signed by his/her supervisor, indicating the supervisor's understanding of the scholarship.

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Bylaws, Policy and Procedures Committee	Section: Committees Policy No. 1J
Date: Draft February 2005 Revised: August 2005, May 2013 Reaffirmed:	

Purpose

National SGMP bylaws stipulating changes to the national bylaws shall be incorporated into the chapter bylaws, Article VII, Section 3.

Policy

The Board will review and maintain, as needed, the by-laws and policies and procedures in accordance with National guidelines. The president will ensure the chapter bylaws conform to the National bylaws

SECTION 2

General

Policies & Procedures Manual
SGMP Central Florida Chapter

Records Retention	Section: General Policy No. 2A
Date: Draft February 2005 Revised: August 2005, May 2013 Reaffirmed:	

Purpose

This policy covers the responsibility of chapters regarding records retention. This process and schedule covers records kept by SGMP (national) and by chapters.

Policy

SGMP (national) and its chapters will do a biennial inventory of records kept by the Society and prepare a list of these records types. The following information will be included:

Description: A short paragraph that describes the purpose and content of the record.

Retention Period: The time period indicates the minimum length of time that the record/information should be retained. Retention periods apply to the information, regardless of the physical format (paper, microfilm, computer disk or tape, optical imaging, CDROM) or other medium.

This general schedule covers the majority of records/information kept by the Society. However, due to the diversity and rapidly changing functions of the organization, new record types and schedules may occasionally be created. For any records/information not included in this schedule, chapters should consult with SGMP Headquarters to develop a retention plan for those new or unique records.

Designated chapter officers are responsible for keeping and forwarding appropriate records to SGMP Headquarters.

NOTE: NO RECORD SHALL BE DESTROYED THAT PERTAINS TO ANY PENDING LEGAL CASE, CLAIM ACTION, OR AUDIT.

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Finances	Section: General Policy No. 2B
Date: Draft February 2005 Revised: August 2005, May 2013 Reaffirmed:	

Purpose

The chapter treasurer will ensure all financial reports required by National are submitted on time.

Policy

All disbursements must be approved by the Chapter Board. Committee budgets are submitted annually.

The treasurer and the president will lead the chapter board in the development of the annual budget. This budget shall be approved as soon as possible after the beginning of the fiscal year.

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SGMP Central Florida Chapter

Membership labels (<i>sale of</i>)	Section: General Policy No. 2C
Date: Draft February 2005 Revised: August 2005, May 2013 Reaffirmed:	

Purpose

This section covers the cost at which membership labels will be sold.

Policy

Membership labels will be sold at a cost determined by the SGMP Central Florida Chapter Board or referred to SGMP National Headquarters staff.

Discuss with board. Currently not in use.