

# NEASEA



Northeast Association of Student Employment Administrators

**Policies, Procedures,  
And Protocol Manual**  
(Revised December, 2010)

**MISSION STATEMENT**

The Northeast Association of Student Employment Administrators (NEASEA) is a nonprofit association of professionals committed to programs for students who work while attending college. NEASEA supports student employment through the exchange of ideas, professional development, and the promotion of student employment administrators and their programs.



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# INTRODUCTION TO PROTOCOL MANUAL

## **About NEASEA**

The Northeast Association of Student Employment Administrators (NEASEA), which is represented by the circle in our logo, is a non-profit association of professionals involved with programs for students who work while attending college. NEASEA members are professionals from educational institutions, business, industry, labor, and government (represented by the five points of the pentagon in our logo) who have an interest in the employment of students on a part-time or full-time basis and who support on-campus and off-campus student work programs, including Community Service, Cooperative Education, Internships, and Summer Employment Programs. To this end, we support and promote student employment through the exchange of ideas, professional development and the promotion of student employment administrators and their programs.

The square in our logo represents our four colleague student employment associations: the Midwest Association of Student Employment Administrators (MASEA), the National Student Employment Association (NSEA), the Southern Association of Student Employment Administrators (SASEA), and the Western Association of Student Employment Administrators (WASEA).

NEASEA was formed in 1977 with the support and encouragement of the National Association of Student Employment Administrators (which is now the National Student Employment Association), and is fully incorporated as a not for profit organization.

NEASEA is the regional association for student employment administrators in Connecticut, Delaware, District of Columbia, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Puerto Rico, Rhode Island, Vermont, and the U.S. Virgin Islands. Membership is also open to all states and Canada.

NEASEA benefits include:

- An annual regional conference to provide a forum for the sharing of information and ideas among professionals involved with student employment programs
- Newsletters/Bulletins to keep the membership informed of Association activities, proposed federal and state legislation, new programs, and other information related to student employment
- District meetings where members can share experiences and trade ideas
- Training programs, including Student Employment Essentials (SEE) Training
- A listserv for members to find answers to questions and to collaborate on student employment issues
- An online professional development warehouse that serves as a one-stop student employment information source

## **Overview of the Protocol Manual**

This Policies, Procedures, and Protocol Manual was adopted by the 1991-92 Executive Board who encouraged their successors to use, update, change, or modify the policies, procedures, and protocol as necessary for the efficient management of the Association. Individual NEASEA members may also make recommendations to the Executive Board for consideration. The policies, procedures, and protocol that follow provide a common base of understanding for our members and are designed to provide a consistent, efficient system of management, operation, and accounting as well as to encourage fiscal responsibility and consistency in the general operation of the association.

## **Use of the Protocol Manual**

The policies, procedures, and protocol outlined in this Manual are to be used as a guideline for:

- Executive Board Members
- State Representatives
- Committee Chairs
- Committee Members
- Other persons representing or working on projects on behalf of NEASEA

All members who are taking on active role in the management of NEASEA have a fiduciary responsibility to the organization. Members who take on an active role in the organization are expected to act in an ethical manner, always making sure that the actions they are undertaking are in the best interest of the organization. This document may be changed upon a majority vote of the sitting executive board. However the board should not act capriciously in making changes and are encouraged to be sure that all changes made to these Policies and Procedures are made with the overall best interest of the organization in mind.

## **Exceptions to these Guidelines**

Exceptions to the policies, procedures, and protocol outlined in this manual are not encouraged. However, any person requesting waiver or modification of policies, procedures, and/or protocol must submit a written request to the President for review. The request must include a clear statement of justification for the exception and should be submitted at least ten working days prior to the effective date desired. The approval or disapproval of any request should be documented in writing.

If the request for exception appears likely to set a precedent, the President should consult with/obtain approval from the Executive Board.

## **Standardization of Format**

In 2009, this Protocol Manual was modified to gather together a variety of governing documents utilized by the Association to help reduce the number of sources needed for association oversight and to eliminate duplication between the governing documents. This Protocol Manual does not duplicate any information explicitly stated in the NEASEA Constitution and Bylaws. Instead, the official Constitution and Bylaws are maintained within the Protocol Manual as a preamble. Appendix A: History of Changes was also incorporated with the 2009 edition.

This Protocol Manual also now incorporates information previously located in the separate District Representative Manual, Conference Manual, and Position Manual. A separate “Administrative Handbook” has been created covering accounts and contracts. Appendix B integrates over half a dozen different calendars into one comprehensive Operational Calendar.

This Protocol Manual uses the following standardized format using the Georgia font. Blank pages have been inserted wherever necessary to ensure that Sections and Appendices all start on an odd numbered page:

### **SECTION I: TITLE IN CAPS, BOLD, 14pt**

#### **I.A: TITLE IN CAPS, BOLD, 11pt**

##### **I.A.1: Title In Title Case, Bold, 11pt**

##### **I.A.1.a: Title In Title Case, Bold, Underlined, 11pt**

##### **I.A.1.a.i: Title In Title Case, Underlined, 11pt**

# **NEASEA CONSTITUTION**

## **Effective January 2011**

### **ARTICLE I: NAME**

The name of this organization shall henceforth be known as the Northeast Association of Student Employment Administrators (NEASEA).

### **ARTICLE II: PURPOSE**

The purpose of this organization is:

- To promote the exchange of ideas and information relative to the administration of student employment services at post secondary institutions;
- To inform members of trends and issues in employment on state , regional, and national levels;
- To promote student employment as an integral component of the student's educational and developmental experience;
- To promote student employment as an effective source of financial assistance.

### **ARTICLE III: OFFICERS**

The Executive Board of NEASEA shall consist of the following:

1. President
2. President-Elect
3. Vice President for Professional Development
4. Vice President for Administration
5. Vice President for Marketing
6. Vice President for Financial Services
7. Vice President for Conference Services

### **ARTICLE IV: EXECUTIVE BOARD**

The administration of the Northeast Association of Student Employment administrators shall be vested in the Executive Board as defined in the Bylaws.

### **ARTICLE V: COMMITTEES**

There shall be standing committees as designated in the Bylaws. Additional ad hoc committees may be established by the President and/or Executive Board as necessary.

### **ARTICLE VI: MEMBERSHIP**

Qualifications for membership are set forth in the Bylaws.

### **ARTICLE VII: MEETINGS**

There shall be an annual meeting and such other meetings as the President and/or Executive Board deem necessary.

### **ARTICLE VIII: DUES**

Annual dues shall be recommended by the Executive Board to the membership at the annual meeting and acted upon by the membership in accordance with the foregoing procedure.

### **ARTICLE IX: AMENDMENTS**

The constitution may be amended by approval of two-thirds vote of the members present at the Annual Association Meeting. Such amendments must be presented to the Association

membership at least thirty (30) days in advance of the annual Association meeting. Should a ballot by mail or electronic means be conducted, all current voting members shall receive a ballot. All ballots returned within thirty (30) days of the original distribution will be tallied. Approval shall require two-thirds of the ballots returned.

# **NEASEA BYLAWS**

## **Effective January 2011**

### **ARTICLE I: EXECUTIVE BOARD**

#### **Section 1**

The Executive Board of NEASEA shall consist of:

1. President
2. President-Elect
3. Vice President for Professional Development
4. Vice President for Administration
5. Vice President for Marketing
6. Vice President for Financial Services
7. Vice President for Conference Services

#### **Section 2**

Each member of the Executive Board shall have one vote.

#### **Section 3**

Vacancies on the Executive Board:

1. In the event of the resignation or inability of the President to serve, the President-Elect shall complete the unexpired term.
2. In the event of the resignation or inability of the President-Elect to fulfill the unexpired term of the President, the Executive Board shall elect a member to serve the unexpired term. This member may be elected to a succeeding term.
3. In the event of the resignation or inability to serve in the capacity of the President-Elect, Vice President for Marketing, Vice President for Financial Services, Vice President for Administration, or Vice President for Professional Development, the Executive Board shall elect a member of the association to serve the unexpired term.
4. Any member of the Executive Board except the President and President-Elect may be elected to fill any vacancy on the Executive Board. The then vacant position will be filled in accordance to section 3, article 3.
5. The option to fill or not fill a vacancy is at the discretion of the Board, and depending upon the circumstances and time of the year, the position may or may not be filled.

#### **Section 4**

Any member of the Executive Board may be elected to succeeding terms except a duly elected President, or President-Elect.

#### **Section 5**

The Executive Board shall meet on call of the President or the petition of any three members of the Board.

#### **Section 6**

A majority of the Executive Board shall constitute a quorum for the purposes of any of its meetings.

#### **Section 7**

Any member of the Association may attend the Executive Board meetings, but he/she shall not have a vote. Others may attend such meetings at the invitation of any member of the Board.

### **Section 8**

For the protection of the Vice President for Financial Services, the Executive Board may request and pay for audits of the Association's books.

### **Section 9**

All Past Presidents shall be afforded permanent Ex-officio status on the Executive Board, upon the completion of their term as President on that board.

### **Section 10**

The Executive Board may extend Ex-officio status on the board to any member, either permanently or for a specific period of time.

## **ARTICLE II: OFFICERS AND DISTRICT REPRESENTATIVES**

### **Section 1**

Terms of Office:

1. President (1-year term served after completing a 1-year term as President-Elect)
2. President-Elect (1-year term followed by 1-year term as President)
3. Vice President for Professional Development (2-year term elected in even numbered years)
4. Vice President for Administration (2-year term elected in odd numbered years)
5. Vice President for Marketing (2-year term elected in even years)
6. Vice President for Financial Services (2-year term elected in even numbered years)
7. Vice President for Conference Services (2-year term elected in odd numbered years)
8. State Representatives (2-year term elected on the cycle outlined in Section 8)
  - Terms of office shall commence on the first day of October.
  - Only members may hold office

### **Section 2**

Positions and Duties:

#### **A. Positions and Duties:**

##### **A. The President shall:**

- Act as Chairperson of the Executive Board;
- Administer the business of NEASEA between regular and special meetings, exercising discretion consistent with the Constitution and Bylaws;
- Preside at all official meetings;
- Appoint chairpersons of all standing and ad hoc committees in consultation with the President-Elect; and provide guidance to committee chairpersons in appointing committee members;
- Serve as Ex-officio member of all committees;
- Be responsible for calling regular and special meetings of the Association and of the Executive Board;
- Serve as Chairperson of the Nominations Committee;
- Be responsible for the oversight of the association's efforts to build collaborative relationships with other professional associations;
- In partnership with the President-Elect, complete an annual review of the association's Long Range Plan;
- Submit an annual budget to the Executive Board as prepared by the Vice President for Financial Services.

B. The President-Elect shall:

- Serve as Chairperson of the Constitution Committee;
- Maintain and update the association's governing documents and archives;
- Assist the President in all administrative/financial matters and committee operations in preparation to assume the role of President;
- Perform the duties of the President in the absence or at the request of the President;
- Provide leadership to the State Representatives, serving as their liaison to the Executive Board, and ensuring they receive the support necessary to succeed;
- In partnership with the President, complete an annual review of the association's Long-Range Plan;
- Perform all other duties as assigned by the President.

C. The Vice President for Professional Development shall:

- Serve as the Chairperson of the Training and Development Committee;
- Oversee professional development programming for the Association; including the development and maintenance of training and development activities for both the membership, and for recruitment and collaborative activities;
- Maintain and update the Professional Development Warehouse;
- Serve as the Chairperson of the Professional Recognition Committee;
- Perform all other duties as assigned by the President;
- Perform the duties of the President in the absence of the President-Elect or at the request of the President.

D. The Vice President for Administration shall:

- Serve as Chairperson of the Technology Committee;
- Maintain the membership records for the association;
- Provide new members with materials necessary to effectively take part in the association's activities;
- Maintain marketing and recruitment contact information for the association;
- Maintain the association's website;
- Have primary responsibility for the maintenance of the technology necessary to support the association;
- Keep minutes of all regular and special meetings of the Association and of the Executive Board; take roll call at all regular and special meetings;
- Distribute minutes of all regular and special meetings to the members and to the Executive Board;
- Perform all other duties as assigned by the President.

E. The Vice President for Marketing shall:

- Serve as Chairperson of the Marketing and Recruitment Committee;
- Oversee the development and maintenance of the association's marketing and recruitment efforts;
- Oversee the production of regular communications to the membership regarding association activities;
- Oversee the development and execution of the association's marketing plan;

- Perform all other duties as assigned by the President.
- Oversee the execution of the marketing plan for the upcoming year
- Perform all other duties as assigned by the President.

F. The Vice President for Financial Services shall:

- Process all cash disbursements relative to NEASEA business;
- Maintain all necessary fiscal records of NEASEA in accordance with proper accounting methods and control;
- Prepare and distribute periodic reports as required to membership and to the Executive Board;
- File, when appropriate, Internal Revenue Service Form 990 at the time of the official audit of the books;
- Prepare an annual budget for the consideration of the Executive Board;
- Serve as the Chairperson of the Finance Committee;
- Perform all other duties as assigned by the President.

G. The Vice President for Conference Services shall:

- Serve as Chairperson of the Conference Committee;
- Oversee the planning and execution of NEASEA's Annual Conference;
- Send out Requests for Proposals and complete site visits for the next year's Annual Conference;
- Prepare a report on site visits and present to the Board for a vote on the location for the next year's Annual Conference;
- Perform all other duties as assigned by the President.

H. State Representatives shall:

- Be elected by their own state's members;
- Represent one of the following states or state combinations:
  - Connecticut and Rhode Island (elected in even years)
  - Delaware, District of Columbia, and Maryland (elected in even years)
  - Maine (elected in odd years)
  - Massachusetts (elected in even years)
  - New Hampshire and Vermont (elected in odd years)
  - New Jersey (elected in even years)
  - New York, Puerto Rico, the Virgin Islands, and Ontario (elected in odd years)
  - Pennsylvania (elected in odd years)
- Act as liaison between the state's membership and the NEASEA Executive Board;
- Arrange and coordinate state meetings, encouraging and exchanging ideas and information with student employment professionals;
- Involve professionals in activities that relate to and promote student employment;
- Perform all other duties as assigned by the President or President-Elect.

## **ARTICLE III: MEMBERSHIP**

### **Section 1**

#### **Type of Membership**

- A. Individual membership shall be available for professionals involved with programs for students who work while attending college;

- B. Institutional membership shall be available for educational institutions allowing unlimited membership for professionals on an individual campus who are involved with programs for student who work while attending college.

## **Section 2**

### **Honorary Memberships:**

- A. Honorary Membership shall be held by persons approved by the Executive Board and shall have full membership privileges.
- B. All Past Presidents, upon the completion of their term, shall have honorary membership in the organization.

## **Section 3**

### **Membership Restrictions:**

- A. Only members who have paid their dues for the current year may have voting privileges;
- B. While NEASEA member states include Connecticut, District of Columbia, Delaware, Massachusetts, Maryland, Maine, New Hampshire, New Jersey, New York, Pennsylvania, Puerto Rico, Rhode Island, US Virgin Islands, and Vermont; membership and its privileges is not restricted to the above mentioned states.

## **ARTICLE IV: DUES**

### **Section 1**

NEASEA Annual dues shall be:

- A. Recommended by the Executive Board.
- B. Changes in NEASEA annual dues shall be determined at the regular annual meeting by a quorum of members.
- C. Waived for Honorary Members.

### **Section 2**

Annual dues shall be paid:

- A. To the NEASEA Vice President for Financial Services;
- B. The membership year shall commence one year from the date that payment for dues is received. Membership benefits will not commence until the dues are received.

### **Section 3**

Failure to pay annual dues:

- A. Members who do not pay dues shall be dropped from membership lists.
- B. Members who have been dropped for failure to pay dues may re-apply for membership at any time pending payment of current dues to the Membership Committee.

## **ARTICLE V: COMMITTEES**

### **Section 1**

#### **Standing Committees**

A. CONFERENCE COMMITTEE: The Conference Committee will plan and execute all details for the conference. The Vice President for Conference Services shall be the Chairperson of the Conference Committee. The committee shall consist of at least two subcommittees.

1. Conference Site Committee: The Conference Site Committee shall be chaired by the Conference Chairperson. In its first year, the Conference Site Committee shall research and recommend to the Executive Board sites for the subsequent annual conference. This subcommittee shall make recommendations to the Executive Board relative to hotel contracts. In its second year, the Conference Site Committee shall attend to all relevant logistics pertaining to the site before, during and after the conference. The committee shall consist of at least one member in addition to the Chairperson.
2. Conference Program Committee: The Conference Program Committee will be chaired by an appointee of the Conference Committee Chair and shall consist of at least three members in addition to the Chair. This committee will plan and execute all details of the program for the conference.

B. CONSTITUTION COMMITTEE: The President-Elect shall be Chairperson of the Constitution Committee. The Committee shall receive proposed amendments to the NEASEA Constitution Bylaws from any individual member. The Committee shall put such proposed amendments into parliamentary language without destroying the intent or essence of the proposed amendment. The original proposed amendment and, if recording is necessary, the recorded proposed amendment will then be referred with Committee recommendations, if any, to the Executive Board for its information and to the entire individual membership in writing thirty (30) days prior to any official business meeting, at which meeting the proposal must be brought to the floor. Should a ballot be conducted by mail or electronic means, all current voting members shall receive a ballot. All ballots received within thirty (30) days of the original mailing will be tallied. Approval shall require two-thirds of the ballots returned

C. FINANCE COMMITTEE: The Vice President for Financial Services will be Chairperson of the Finance Committee. The Committee should continue to manage NEASEA's operations efficiently and to recommend policies that will maintain fiscal soundness, and should develop strategies for both long and short term investment, and recommend options for these investments.

D. MARKETING AND RECRUITMENT COMMITTEE: The Vice President for Marketing shall be the Chairperson of the Marketing and Recruitment Committee. The Committee will be responsible for the publication of marketing materials for all of the association's activities, including internal publications to keep the membership abreast of activities within the association. The Committee will assist in the development and execution on the association's on-going marketing and recruitment activities.

E. NOMINATIONS COMMITTEE: The President shall be Chairperson of the Nominations Committee. The President-Elect shall be an ex-officio member of the Nominations Committee. The committee shall prepare a slate of candidates for vacancies between the annual elections, vetting all nominees to ensure an understanding of the role and the ability to commit to the responsibilities. **Still under review—The slate shall be represented at the annual meeting. Nominations (from the floor) shall also be accepted.** The Chairperson shall coordinate the distribution of ballots and tabulation of results after the slate has been presented.

F. RECOGNITION COMMITTEE: The Vice President for Professional Development will be Chairperson of the Recognition Committee. The committee will be responsible for the oversight and development of activities to recognize the efforts of members and students. Specifically, the committee will:

1. Oversee the nomination and selection process for the annual awards presented by NEASEA to the membership;

2. Oversee the selection of recipients for scholarships to assist members in attending NEASEA conferences;
3. Oversee the administration and development of the Association's activities related to Student Employment Week, Student Employee of the Year, and other forms of recognition
4. The Chairperson may choose to appoint member(s) to oversee the following specific tasks:
  - a. Marketing(publicizing recognition activities and maintaining materials that support the recognition programs)
  - b. Nomination Review (coordinating the review of nominations and selection of recipients)
  - c. Awards (securing and distributing appropriate recognition items to award recipients)

G. TECHNOLOGY COMMITTEE: The Vice President for Administration will be the Chairperson for the Technology Committee. The committee will be responsible for looking at the long-term issues of integrating technology into the association; considering all technological opportunities and establishing priorities; reviewing collaborative opportunities (other associations, 3<sup>rd</sup> party providers, etc.); and advising the Board on new technologies that might be advantageous to the association.

H. TRAINING AND DEVELOPMENT COMMITTEE: The Vice President for Professional Development shall be the Chairperson of the Training and Development Committee. The Committee will assist in the creation and execution of the various professional development opportunities provided to the membership, as well as the training and development activities occurring in collaboration with other professional associations.

**Section 2**

The President shall appoint such other committees as s/he deems necessary to investigate and develop the business activities of NEASEA. The Executive Board shall deal with those problems, decisions, and responsibilities not otherwise herein assigned or by the board delegated.

**ARTICLE VI: MEETINGS**

**Section 1**

There shall be at least one annual meeting for the entire membership.

**Section 2**

The President shall, with the consent of the Executive Board, call such other meetings as deemed necessary.

**Section 3**

A majority of the membership present at a meeting, as defined in Article IV, Section 1 and Section 2, shall constitute a quorum.

**ARTICLE VII: VOTING**

Each paid member present at any non-Executive Board meeting called by the President shall have one vote on matters pertaining to NEASEA business.

**ARTICLE VIII: AMENDMENTS**

Approval of the Bylaws or any changes in the Bylaws will require a simple majority of one of the following:

1. Voting members present at the Annual Association Meeting. Such amendments must be presented to all current voting members at least thirty (30) days in advance of said meeting;
2. A ballot by U.S. Mail or by electronic means to all voting members must be received within thirty (30) days of the original distribution.

#### **ARTICLE IX: DISSOLUTION CLAUSE**

In the event of the liquidation, dissolution, or winding up of the corporation, whether voluntary, involuntary, or by operation of law, the Executive Board shall, after payment of all liabilities, dispose of all the assets of the corporation exclusively for the purposes and in such a manner or to such an organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify for exemption under Section 501 (c) (3) of the Internal Revenue Code of 1954.

#### **ARTICLE X: FISCAL YEAR**

The Fiscal Year of the Association shall be from January 1 through December 31 of each year, commencing with January 1, 1992, as amended.

## **SECTION I: FINANCIAL OPERATION OF THE ASSOCIATION**

### **I.A: FISCAL YEAR**

The fiscal year of the Association is from January 1 to December 31 of each year. The association utilizes a cash accounting approach in maintaining its fiscal operations, recognizing income and expenses in the fiscal year in which they occur.

### **I.B: GENERAL OPERATIONS**

#### **I.B.1: Budget Preparation**

The budget of the Association is prepared by the Vice President for Financial Services for approval of the Executive Board. Budget requests are submitted by the appropriate Board members and Committee Chairs to the Vice President for Financial Services. The Vice President for Financial Services will establish a timeline for the budget development process to allow for final voting on the next year's budget to occur during the final Board meeting of the fiscal year.

It is expected that the Executive Board and Committee Chairs will work within the approved budget lines. Requests for payment which will exceed the approved budget must be authorized by the President in advance. Failure to obtain authorization in advance may result in non-payment. The budget may be amended and budget lines adjusted during board meetings upon a majority vote of the board.

#### **I.B.2: Travel Related Expenses (Meetings)**

Reimbursement for transportation, meals, lodging, and related expenses incurred by Association members is available in the following situations if there is no other means of reimbursement (e.g. member's institution, NSEA, etc.)

1. Executive Board members attending Executive Board meetings.
2. District Representatives attending District meetings within their district.
3. Conference Committee members responsible for site selection and coordination of the Association's annual conference.
4. Committee Chairs or designees approved by the President who are conducting Association business or are representing the Association (e.g. legislative visits to Washington D.C., trainers attending SEE Training, etc.)
5. The President, or his/her designee, representing the Association at District meetings, NSEA meetings, or other Association-related travel.

The Association encourages its members to schedule all meetings so that overall expenditures may be minimized while providing maximum opportunity for attendance and productivity. This may include, but is not limited to, holding meetings in conjunction with district, regional, and national meetings/conferences or holding board meetings on weekends when hotel rates may be more favorable.

#### **I.B.3: General Expenses**

Reimbursement for non-travel expenses incurred while conducting the business of the Association is available if there is no other means of reimbursement (e.g. member's institution, NSEA, etc.). These expenses may include, but are not limited to: postage, printing, office supplies, telephone charges, and other services.

#### **I.B.4: Credit Card**

NEASEA has entered an agreement with VISA (name of specific credit card) to provide a credit card to the individual executive board member who will incur reimbursable NEASEA expenses while on NEASEA business. The credit card should be used for conference expenses, airfare, hotel accommodations, restaurants, car rental, other travel expenses, postage & shipping costs, and/or purchasing business related items for the daily operations of the organization, including online purchases. The NEASEA credit card cannot be used for personal expenses or for the purchase of goods, services, and/or other items not associated with business of NEASEA. The NEASEA credit card will not be used as the only means of making payment in the financial operations of the organization.

##### **I.B.4.a: The Administration Of The Credit Card**

- There is one credit card issued to the NEASEA association.
- Executive Board will determine designated representative who will hold the credit card.
- Statements will be sent directly to the Vice President for Financial Services and to the President of the Association.
- Within ten (10) days of receiving the statement, the card holder must submit statement with receipts and designated NEASEA paperwork to the President for approval.
- The President will then forward the approved expenses to the Vice President for Financial Services for payment.
- If the President holds a NEASEA credit card, the President must submit statement, with receipts and designated NEASEA paperwork to the Vice President for Financial Services within ten (10) days of receiving the statement for approval. Once approved, the Vice President for Financial Services will process for payment.

#### **I.B.5: Event Cancellation Policy**

Cancellation Fee Policy (does not include SEE Training registrations)

All cancellations must be submitted in writing (mail, fax, e-mail) to the Vice President for Conference Services (or designated position) of NEASEA. Cancellation refunds are based on a percentage of the registration fee instead of an actual dollar amount refunded because of the fixed costs NEASEA has agreed to with the vendor.

30+ days:	100% refunded
30 days:	50% refunded
Less than 30 days:	no refund

Requests for exceptions (family/work emergency, natural disaster, travel warning, etc.) may be made in writing (mail, fax, e-mail) prior to the first day of the event to the NEASEA President and Vice President for Financial Services. Once event has begun there are no refunds. NEASEA reserves the right to make all final decisions.

## **I.C: BUDGET LINE DESCRIPTION/AUTHORIZATIONS**

### **I.C.1: Income**

All income related to Association activities should be deposited into the Association's checking account. Based on the association's need to complete IRS Form 990 each year, the following criteria for categorizing income were adopted in 2009.

#### **I.C.1.a: Membership Dues**

All dues received for Association membership.

#### **I.C.1.b: Conference Income**

All registration fees for the annual conference. In years when NEASEA co-hosts the annual conference with NSEA or SASEA, NEASEA's share of the conference profits are recorded as conference income, as is any reimbursement of conference expenses paid by NEASEA.

#### **I.C.1.c: Contributions, Gifts, and Grants**

All income received by corporate sponsors or individuals, including sponsorship of a specific event, such as the conference or other activity, as well as all grant funding (annual and intermittent) received by NSEA (e.g. SEOTY grant, etc).

NEASEA receives a grant from NSEA each year for the SEOTY program. Currently, the grant is \$500. As soon as receipts are available from the SER Chair, complete an NSEA reimbursement form and send a copy of the form and copies of the receipts to the NSEA business manager.

#### **I.C.1.d: Investment Income**

All income generated through the Association's checking and savings accounts and long-term investments.

#### **I.C.1.e: Professional Development Programming Income**

All registration income received through any Association professional development activities (e.g. Student Employment Essentials, etc.)

#### **I.C.1.f: State Meeting Income**

All registration income received for District meetings.

#### **I.C.1.g: Miscellaneous Income**

All income received which does not fall into one of the above categories.

### **I.C.2: Expenses**

All expenses must be allowable according to the standards listed below. All expenses must be approved by the appropriate board member. Based on the association's need to complete IRS Form 990 each year, any expenses related to printing, publications, or postage must be clearly delineated within that expense category.

#### **I.C.2.a: Board Meetings**

All transportation, lodging, meals, and related expenses for Executive Board meetings, requires approval of the President. Expenses incurred by the President require the approval of the Vice President for Financial Services.

**I.C.2.b: Conference Committee**

All expenses related to a particular year's conference, including those expenses related to site selection, site coordination, and programming, requires approval of the Vice President for Conference Services. (Note: multiple conference budget lines will be active at any given time due to the length of time required to plan a conference.). Expenses incurred by the Vice President for Conference Services require approval of the President.

**I.C.2.b.i: Current Year Conference**

**I.C.2.b.ii: Next Year's Conference**

**I.C.2.c: Constitution Committee**

All expenses related to the coordination and maintenance of the Association's Constitution, Bylaws, and Protocol Manual, requires approval of the President-Elect. Expenses incurred by the President-Elect require approval of the President.

**I.C.2.d: Finance Committee**

All expenses related to the operations of the Finance Committee, requires approval of the Vice President for Financial Services. Expenses incurred by the Vice President for Financial Services require approval of the President.

**I.C.2.e: Marketing and Recruitment Committee**

All expenses related to the maintenance of the Association's membership, requires approval of the Vice President for Marketing. Expenses incurred by the Vice President for Marketing require approval of the President.

**I.C.2.f: Nominations Committee**

All expenses related to the operations of the Nominations Committee, requires approval of the President. Expenses incurred by the President require approval of the Vice President for Financial Services.

**I.C.2.g: Recognition Committee**

All expenses related to the operations of the Recognition Committee's activities, including the cost of the Committee's various awards, plaques, scholarships, and grants, requires approval of the Vice President for Professional Development. Expenses incurred by the Vice President for Professional Development require approval of the President.

**I.C.2.h: Technology Committee**

All expenses related Technology Committee, requires approval of the Vice President of Administration. Expenses incurred by the Vice-President of Administration require approval of the Vice President for Financial Services.

**I.C.2.i: Training and Development Committee**

All expenses related Training and Development Committee, requires approval of the Vice President of Professional Development. Expenses incurred by the Vice-President of Professional Development require approval of the Vice President for Financial Services.

**I.C.2.j: General Operation**

All expenses related to the general activities of the Board members and running of the Association, including, but not limited to: P.O. Box rental, bank charges, software maintenance fees, web domain registration, and office supply expenses, requires approval of the Vice President for Financial Services. Expenses incurred by the Vice President for Financial Services require approval of the President.

**I.C.2.k: Presidential Intern**

Wages related to the employment of a Presidential Intern during each President's term of office. The President may employ an intern to help with the administrative duties of the office and may assign the intern tasks to assist other board members as necessary. Requires approval of the Vice President for Financial Services.

**I.C.2.l: Professional and Legal Fees**

All expenses related to professional and legal services necessary for operating the Association, including, but no limited to: bonding the Vice President for Financial Services and hiring an accountant to assist in tax filing, requires approval of the Vice President for Financial Services. Expenses incurred by the Vice President for Financial Services require approval of the President.

**I.C.2.m: Professional Development Programming**

All expenses related to any of the Association's professional development activities, including SEE training, requires approval of the Vice President of Professional Development. Expenses incurred by the Vice President for Professional Development require approval of the President.

**I.C.2.n: State Meetings**

All expenses related to conducting State meetings, including State Representative, the President, or the President's designee's transportation to meetings, if not covered by the individual's institution, requires approval of the President-Elect. Expenses incurred by the President-Elect require approval of the President.

**I.C.2.o: Ad Hoc Committees**

For any ad hoc committees created by the President, a budget line will be established to record the expenses of that committee, requires approval of the President. Expenses incurred by the President require approval of the Vice President for Financial Services.

**I.D: REIMBURSEMENT OF EXPENDITURES**

In conducting the business of the Association, individuals are encouraged to secure the support of their institution to cover expenses wherever possible. However, the Association realizes that it may be necessary for members to apply for reimbursement of expenses when the member's institution does not provide the necessary funding and no other sources of reimbursement are available. All such reimbursement is subject to the Association's protocol surrounding allowable expenses.

**I.D.1: Payment Timetable**

**I.D.1.a: Submission of Forms**

Association members requesting reimbursement or payment of expenses must submit the appropriate Travel or General Expense Report to the Vice President for Financial Services within 30 calendar days of the activity. Failure to submit reports within 30 calendar days may result in non-payment.

**I.D.1.b: VP for Financial Services' Completion of Processing**

The Vice President for Financial Services will process Expense reports as quickly as possible, with the general goal of processing Expense Reports and remitting reimbursements within seven (7) business days of their receipt. If the Vice President for Financial Services will be unavailable for an extended period (i.e. for vacation) he/she should give board members ample advance notice so all expense reports may be submitted so that the expenses may be covered prior to the Vice President's period of unavailability.

**I.D.1.c: Expense Report Deadline**

All Expense Reports must be submitted to the Vice President for Financial Services by December 15 to be considered for payment in the current fiscal year.

**I.D.2: Expense Reports**

All requests for reimbursement or payment must be accompanied by the appropriate Expense Report and documentation. Actual invoices or receipts must be submitted with the Expense Report in order for the Expense Report to be valid. Any non-allowable expenses that appear on the same invoice or receipt must be marked as non-allowable and are the responsibility of the Association member. In order to be reviewed for payment, the Expense Report must be signed by the Executive Board member responsible for the Expense line or must have an accompanying email from the responsible board member approving the expenditure. All expenses must receive final approval by the Vice President for Financial Services. Expenses incurred by the Vice President for Financial Services require final approval of the President.

Expenses charged directly to the Association's checking account (via a debit card) or credit card requires the completion of the appropriate Expense Report with accompanying approval of the appropriate Executive Board member.

Expense Reports should include items related to only one budget line. Multiple Expense Reports must be completed if multiple budget lines must be charged.

**I.D.2.a: General Expense Report (Appendix I)**

In order to be valid, the General Expense Report must include:

1. Date, Description, and Amount of Expenditure
2. Name, Signature, and Date of person requesting payment and reimbursement
3. Person or Organization to whom the check is to be made payable.
4. **Full** address to which the check should be sent.
5. Invoices or receipts documenting all expenses for which reimbursement is requested
6. Appropriate Executive Board member's signature of approval.

Incomplete and incorrect forms will be returned without payment.

**I.D.2.b: Travel Expense Report (Appendix J)**

In order to be valid, the Travel Expense Report must include:

1. Name of Traveler
2. Purpose of Travel
3. Destination
4. Dates of Travel
5. Date and amount of expenditures broken down by Transportation, Lodging, Meals, and other

6. All "Total" columns completed
  7. Signature of Traveler and date
  8. Person or Organization to whom the check is to be made payable
  9. **Full** address to which the check should be sent
  10. Invoices or receipts documenting all expenses for which reimbursement is requested (Requests for mileage reimbursements must be accompanied by a MapQuest or similar web tool's print out showing the number of miles to be covered during travel period)
  11. Appropriate Executive Board member's signature of approval.
- Incomplete and incorrect forms will be returned without payment.

### **I.D.3: Prepayments**

Prepayments of expenses are allowable but are discouraged. Members who require a prepayment should contact the Vice President for Financial Services or the President to have the expense paid for using the Association's debit card. Prepayment of any allowable expense is permissible when an invoice detailing the exact expense can be provided. Pre-payments must be requested using the appropriate Travel or General Expense Report.

### **I.D.4: Cash Advances**

Cash advances are strongly discouraged and are only possible in emergency situations where the President and Vice President for Financial Services agree that no other means of payment exists.

### **I.D.5: Direct Billing**

Organizations may bill the Association directly only **after** the Vice President for Financial Services has been informed of the charge and has had the opportunity to clear the expense with the member responsible for the budget line to which the expense will be charged. All billings should be sent to the Association's billing address to ensure prompt payments.

## **I.E: ALLOWABLE EXPENSES**

Whenever possible members are encouraged to use institutional resources to cover transportation, lodging, and meals, as well as telephone, postage, photocopying, and other charges incurred as a result of conducting Association business. When institutional support is not available, the Association will reimburse reasonable and documented expenses as follows. Members traveling for Association business may contact the Vice President for Financial Services to make air fare reservations using the Association credit card if the member wishes to avoid incurring those expenses prior to reimbursement.

### **I.E.1: Transportation**

The Association will reimburse transportation within the following guidelines.

#### **I.E.1.a: Air, Rail, Bus**

Lowest coach fare possible will be reimbursed. Rail roomette for overnight travel will be reimbursed. NEASEA will reimburse members traveling on Association business for one checked air line bag. Members are encouraged to join airline frequent flyer programs when memberships results in a waiver of the airline fee. Trip cancellation insurance is not an allowable expense. Fees for additional checked bags will be the responsibility of the member, unless prior approval has been granted by the President or Vice President for Financial Services.

#### **I.E.1.b: Personal Auto**

Mileage will be reimbursed at the federal reimbursement rate. Actual tolls and parking expenses incurred are also allowable.

**I.E.1.c: Rental Auto**

Rental automobiles are discouraged unless the cost savings for one or more attendees clearly outweigh other transportation options. Lowest available fare, gas, tolls and parking are allowable. (Note: individuals renting automobiles must secure their own insurance, as the Association does not have insurance to cover rental vehicles.)

**I.E.1.d: Public/Local Ground Transportation**

Whenever possible, the least expensive mode of transportation should be utilized (e.g. airport limousines may or may not be cheaper than taxis, depending on the location). Actual expenses, including gratuities, are allowable. All trips are to be of minimal length, related to Association business, and must be identified separately on the Expense Report.

**I.E.2: Lodging**

**I.E.2.a: Double-Occupancy Expectation**

Room expenses will be covered for nights necessary to conduct Association business. The Association will reimburse up to the cost of one-half the double-occupancy cost for each attendee. If the number of participants in the meeting prevent all participants from sharing double occupancy rooms, the Association will reimburse up to the cost of a single-occupancy room for those prevented from having a roommate.

**I.E.2.b: Upgrades**

Upgrading of rooms, or the use of suites, is allowable if there is a cost savings (e.g. holding a meeting in the room; a two-room suite for four members is cheaper than two double-occupancy rooms, etc.).

**I.E.3: Meals**

**I.E.3.a: Individual Meals**

Meals are reimbursed based on actual expenses incurred, including tax and gratuity. Maximum allowable expenses are:

1. Breakfast -- \$20
2. Lunch/Brunch -- \$20
3. Dinner -- \$40

Meals may exceed the maximum at the discretion of the President.

**I.E.3.b: Group Meals**

Payment for group meals while traveling on Association business is handled by the Vice President for Financial Services or President. Meal maximums continue to apply whenever possible. Group meals may exceed meal maximums at the discretion of the President.

**I.E.4: Other Business Expenses**

Expenses including, but not limited to, telephone, postage, photocopying, printing and office supplies may be reimbursed for Association-related activities. Members are expected to secure the cheapest rates wherever possible.

## **I.F: NON-ALLOWABLE EXPENSES**

All non-allowable expenses are the responsibility of the member incurring the charge.

### **I.F.1: Regional Conference and District Meetings**

The Association will not reimburse or pay any expenses incurred by a member for attendance at the annual Association conference or District meetings. Further, the Association will not reimburse transportation to any meetings held in conjunction with said events if the member is also attending the events. There are two exceptions to this rule:

1. If the association asks District Representatives to be present at the annual conference early, the association will pay for the extra lodging for the District Representatives;
2. If, as outlined above, a District Representative, the President, or the President's designee is not able to secure funding from his/her institution to attend the district meeting for his/her district.

### **I.F.2: National Conference**

The Association will not reimburse or pay any expenses incurred by a member for attendance at the annual National Student Employment Association (NSEA) conference. Further, the Association will not reimburse transportation to any Association meetings held in conjunction with said events, if the member is also attending the event itself. There are two exceptions to this rule:

1. Matching funds which are provided to the Best of NEASEA winner to support attendance at the NSEA annual conference;
2. Conference fees paid on behalf of recipients of the conference waiver during years when NEASEA co-hosts with NSEA.

### **I.F.3: Membership Fees**

The Association's membership fees are not allowable. Membership fees in other organizations are allowable **only** if the Association member is joining the other organization for no other purpose than to represent the Association.

### **I.F.4: Excess Fees**

Any fare or expense in excess of the lowest rate possible will be the responsibility of the member (e.g. first class air fare instead of 14-day advance coach fare; single hotel room instead of double-occupancy room; meals in excess of the established limit; room nights in excess of the established limit; etc.). This includes meal expenses incurred by a member choosing not to participate in the meals already covered by a conference or registration fee.

### **I.F.5: Alcohol**

Alcohol expenses are not allowable.

### **I.F.6: Entertainment**

Personal entertainment expenses (i.e. in room movie rentals) are not allowable.

### **I.F.7: Personal Expenses**

All personal expenses, including, but not limited to, valet service, pay TV movies, personal telephone calls, personal internet service, and personal room service charges are not allowable.

### **I.F.8: Failure to Cancel Reservations**

Any charges resulting from failure to cancel pre-arranged travel or accommodations will be the member's responsibility, unless an adequate explanation of the failure to cancel is provided and approved by the President.

**I.F.9: Spouse/Guest Meals**

Expenses incurred by a spouse/guest accompanying a member will be the responsibility of the member.

**I.F.10: Violations**

Expenses incurred by the member due to any traffic or other legal violation are not allowable.

**I.F.11: Limitations**

The President, or individual calling an approved Association meeting, is responsible for notifying all participants of any limits on allowable expenses beyond those outlined in the Protocol Manual.

## **SECTION II: MEETINGS AND COMMITTEES**

### **II:A: EXECUTIVE BOARD MEETING PROTOCOL**

#### **II.A.1: Attendance at Executive Board Meetings**

##### **II.A.1.a: Attendance Policy**

Executive Board members are expected to be in attendance at all Executive Board meetings.

##### **II.A.1.b: Who May Attend**

Board meetings shall be open to all members. Notice of the meetings are to be reported in the Newsletter and via the website whenever possible.

#### **II.A.2: Rules of Order for Executive Board Meeting**

##### **II.A.2.a: Agenda**

There shall be a printed agenda available for distribution prior to meetings, which should identify the individual responsible for the item or report. The suggested order of the meeting is:

- Call to Order
- Roll Call
- Reading of Minutes from prior board meeting
- Submission of the budget report
- Board Reports in order proscribed below
- Committee Reports (of any committee reports not included in board members' board reports)
- Old Business
- New Business
- Review of Action items from current board meeting (including any incomplete items from previous meetings)
- Adjournment

The president may adjust the order of the agenda at his/her discretion.

##### **II.A.2.b: Voting on Motions**

Voting on motions should be guided by Robert's Rules of Order.

##### **II.A.2.c: Call to Order**

The presiding officer (President) shall gavel the meeting to order and declare that this meeting being the first, second, third, etc. in the presidency of (the name of the current President) is called to order. The location of the meeting and the time it is being convened is to be stated.

##### **II.A.2.d: Roll Call of Officers**

The President shall name, for the purpose of the minutes, the officers present. The President shall also identify other members and/or individuals present for the purpose of the minutes.

**II.A.2.e: Eligibility for Voice and Vote**

The President shall declare who among those present shall have voice and vote in the meeting. Constitutionally designated officers shall have voice and vote. All members in good standing shall have voice upon recognition by the President. Any non-member wishing to speak shall have voice upon recognition by the President.

**II.A.2.f: Minutes**

As guided by Robert's Rules of Order, the minutes of the previous meeting are to be accepted. Minutes should be taken during all Executive Board meetings (face-to-face and conference call) by the President-Elect, or his/her designee, and should be distributed to the Executive Board members for review within a reasonable time frame (preferably 30 days).

**II.A.2.g: Budget Report**

The budget report should be submitted by the Vice President for Financial Services to the Executive Board for review, as guided by Robert's Rules of Order. The report should show the budgeted amount for each budget line, the actual income/expense for each budget line and the difference between the two. The reports should also include a review of the available funds in the checking, savings and long term investments of the Association. If the board has voted to amend an originally budgeted amount, the amendment should be noted on the budget report.

**II.A.2.h: Reports of Officers**

These reports shall be given in order of their ascendancy to the Presidency. The President shall provide his/her report after all other board members have given their reports.

**II.A.2.i: Reports of Committees**

Standing Committees will report first, followed by ad hoc committees. Reports which include recommendations for action are in order. Action on implementation of recommendations may be considered at once or when new business is addressed. Board members should include their committee reports as part of their Board reports.

**II.A.2.j: Old Business**

As guided by Robert's Rules of Order, only motions begun, but not completed, at a previous Executive Board meeting are to be addressed in Old Business.

**II.A.2.k: New Business**

Agenda items shall be considered first, followed by consideration of any items placed in new business by the President as they arose in the proceedings above. Once these items are considered, any other new business may be brought to the table.

**II.A.2.l: Action Items**

Under this item, the President may charge individuals and/or committees with given responsibilities for the record. Such orders should include a date by which progress or the final product shall be reported.

**II.A.2.m: Adjournment**

The meeting should be adjourned (or recessed) in accordance with Robert's Rules of Order.

## **II.B: APPOINTMENTS AND COMMITTEE MEMBERSHIPS**

### **II.B.1: Appointment Procedures**

Committee Chairs and Special Appointees are appointed by the President unless specified in the Bylaws.

#### **II.B.1.a: Committee Member Recruitment**

Those interested in serving on any NEASEA Committee should be solicited by any means possible including, but not limited to, announcements during the Annual Conference, through the Newsletter, through the website, through the membership drive, and via the listserv.

#### **II.B.1.b: Duties of the Committees**

The duties of the standing committees are specified in the Bylaws. The duties of the ad hoc committees and special appointees will be as directed and defined by the President, with the approval of the Executive Board.

#### **II.B.1.c: Committee Membership**

The President will consult with the Committee Chair or Special Appointee regarding the recommended number of committee members.

#### **II.B.1.d: Committee Transition Period**

It is suggested that the time between the Annual Conference and the beginning of the new fiscal year be used as a transition period wherein the old and new Committee Chairs consult with one another regarding the direction, activities, budget, etc., of the committee.

### **II.B.2: Committee Budgets**

A budget amount will be approved for each committee. Committee Chairs will be expected to work within the limitation of their approved budget.

#### **II.B.2.a: Record of Committee Expenditures**

Committee Chairs should keep an itemized record of all committee expenses to be submitted with their final report.

### **II.B.3: Committee Reports**

The Committee Reports will serve as a written record of the activities of the Association.

#### **II.B.3.a: Reporting Requirements**

Committee Chairs are expected to prepare written reports outlining the activities of their committees since the last Executive Board meeting. Copies are to be distributed to all in attendance at the Executive Board meeting. When the committee chair is an Executive Board member, the member should include the activities of the committee as part of his/her board report.

#### **II.B.3.b: Reporting at Executive Board Meetings**

Committee Chairs attending the Executive Board meeting are expected to present a short verbal summary of their written reports.

**II.B.3.c: Reporting Requirement when not attending Board Meeting**

If the Committee Chair will not be attending the Executive Board meeting, the report should be submitted to the President no later than two weeks prior to the Board meeting. The President will make the report on behalf of the Committee's Chair.

**II.B.4: Committee Meetings**

**II.B.4.a: Notification of Meeting Schedules**

The Committee Chair is responsible for notifying participants and the President of meeting dates, times, location, agenda and assignments for committee meetings.

**II.B.4.b: Reimbursable expenses**

Written notification of the meeting should include an itemization of what expenses are eligible for reimbursement by NEASEA.

**II.B.4.c: Authorizations Required**

Reimbursement of expenses incurred must be submitted to the Executive Board member designated in Section I.C.2 for approval and signature prior to submission to the Vice President for Financial Services for reimbursement.

**II.B.4.d: Scheduling of Meetings**

Most committee meetings will take place via conference calls. Whenever possible, in-person meetings should be scheduled in conjunction with regional/national conferences to take advantage of lower travel and hotel rates.

**II.B.4.e: Minutes of Meetings**

Minutes should be taken at all meetings and copies distributed to all participants within a reasonable period of time after the conclusion of the meetings (preferably within 30 days). The minutes will serve as the official record of the activities of the committee. Minutes should include a list of action items and "timelines" to help ensure the successful and timely completion of goals, objectives, and activities.

**II.C: ANNUAL BUSINESS MEETING PROTOCOL**

**II.C.1: Scheduling of the Annual Business Meeting**

The meeting should be scheduled to coincide with the Annual conference. The meeting should be conducted over lunch during the two full days of the conference. In years when NEASEA co-hosts the annual conference with NSEA, the meeting should be planned to fit into the NSEA schedule and can be done in abbreviated form prior to the NSEA business meeting at the conference.

**II.C.2: Rules of Order for Annual Meeting**

It is strongly recommended that prepared copies of the board members board reports be distributed as part of the conference binders to allow for efficient discussion and action.

**II.C.2.a: President Calls Meeting to Order**

The President shall gavel the meeting to order and declare a quorum to be established for the purpose of doing business. An introduction of current officers is in order at this time.

### **II.C.2.b: Minutes**

As guided by Robert's Rules of Order, the minutes of the previous meeting are to be accepted. Minutes should be taken during all Annual meetings by the President-Elect, or his/her designee, and should be distributed to the Executive Board for review within a reasonable time frame (preferably 30 days).

### **II.C.2.c: Budget Report**

The budget report should be submitted by the Vice President for Financial Services for review, as guided by Robert's Rules of Order. The report should show the budgeted amount for each budget line, the actual income/expense for each budget line and the difference between the two. The reports should also include a review of the available funds in the checking, savings and long term investments of the Association. If the board has voted to amend an originally budgeted amount, the amendment should be noted on the budget report.

### **II.C.2.d: Reports of Officers**

These reports shall be given in order of their ascendancy to the Presidency. The President shall provide his/her report after all other board members have given their reports. The President's report should be a recapitulation of the accomplishments of the year and may be deferred to a time later in the meeting.

### **II.C.2.e: Reports of Committees**

Standing Committees will report first, followed by ad hoc committees. Reports which include recommendations for action are in order. Action on implementation of recommendations may be considered at once or when new business is addressed, as determined by the President. Board members should include their committee reports as part of their Board reports. In the event the Chair is not available, the President should report on behalf of the Committee's Chair or, by prior arrangement, recognize a member of the committee to report on behalf of the Committee Chair. The report of the Nominations Committee should be held until all other committees have reported. The report of the Professional Recognition Committee should be deferred to the Annual Awards banquet.

### **II.C.2.f: Report of Nominations Committee**

When the point in the business meeting is reached for the report of the Nominations Committee, the President, or his/her designee, will present the current slate of nominees for the upcoming year's Executive Board and State Representative positions. It should be noted at this time that the President-Elect will ascend automatically to the Presidency. Those positions which will be continuing into the second year of a 2-year term should also be noted. The persons recommended should be asked to stand and be recognized as their names and prospective offices are called. It is not inappropriate at this time for the President to note prior offices held or incumbency in a given office as these members are introduced.

After the slate has been introduced, a call for nominations from the floor should be made. Individuals nominated from the floor shall be given an appropriate period of time to consider the nomination.

### **II.C.2.g: Old Business**

As guided by Robert's Rules of Order, only motions begun, but not completed, at a previous Annual meeting are to be addressed in Old Business.

### **II.C.2.h: New Business**

Agenda items shall be considered first, followed by consideration of any items placed in new business by the President as they arose in the proceedings above. Once these items are considered, any other new business may be brought to the table. Under new business, it is not inappropriate for the President to ask if the body wishes to direct the new Board to consider any action.

### **II.C.2.i: Recess Meeting**

To conclude this section of the meeting, the President should call for a motion to recess the meeting to be reconvened at the Professional Recognition banquet for the purpose of including the report of the Professional Recognition Committee. After the Awards ceremonies are completed, the protocol for the transfer of office should be followed.

## **II.C.3: Protocol for Presentation of Awards at Annual Awards Banquet**

To begin the Awards segment of the banquet, the President should gavel the business meeting back to order, having recessed the business meeting earlier. This is the point where any special recognition should be made prior to the official awards.

### **II.C.3.a: Conference Committee Recognition**

If the President has chosen to give Conference Committee recognition, this should be done first to ensure that these awards are seen as recognition of Conference activity and not as special awards of the organization. The Vice President for Conference Services may assist with the presentation of the conference committee awards.

### **II.C.3.b: Professional Development Conference Fee Waiver Recipients**

Recipient(s) of the Conference Fee Waiver are recognized at this point, in order to acknowledge the service to the Association that they have committed to provide over the coming year.

### **II.C.3.c: Best of NEASEA Award**

At this point, if the concurrent sessions have been completed, and the determination of the Best of NEASEA Award has been calculated, the recipient should be acknowledged. Otherwise, the recipient should be acknowledged in an e-mail to the membership directory after the conference concludes.

### **II.C.3.d: Student Employee of the Year Awards**

At this point, the Chair of the Student Employment Recognition Committee should be called upon to present the district selectees and the Student Employees of the Year (undergraduate and graduate). It is not inappropriate for that Chair to introduce a representative of the recipients' institution, if the member is present.

### **II.C.3.e: Supervisor of the Year Award**

At this point, the Chair of the Student Employment Recognition Committee should continue on to present the Supervisor of the Year. It is not inappropriate for that Chair to introduce a representative of the recipient's institution, if the member is present.

### **II.C.3.f: Options for Presentation of Professional Recognition Awards**

At this point, the President may choose one of four options in order to present the next three awards. All of the members of the Professional Recognition Committee should be introduced before proceeding to one of these four options.

1. Have the Vice President for Professional Development, as Chair of the Professional Recognition Committee, introduce the recipients of the awards.
2. Have the person who nominated the recipient introduce the recipient.
3. Have the most recent recipient of the given award present the recipient.
4. Have the President present all three awards on behalf of the Vice President for Professional Development.

Whatever option is chosen, there should be consistency in the manner of introduction of the awards in the following order:

1. The Robert Cunningham Rookie of the Year Award
2. The Robert Gallione, Jr. District Representative of the Year Award
3. The Ann McCormick Outstanding Achievement Award

**II.C.3.g: Emily Newton President's Award**

The final award presented should be the Emily Newton President's Award. Prior to making the award, it is not inappropriate for the President to recognize those Past Presidents in attendance and those who have been at the Conference.

**II.C.4: Protocol for Transfer of Office and Closure of Annual Meeting**

Upon completion of the Awards section of the Awards banquet, the Transfer of Office should be completed.

**II.C.4.a: Transfer of Office to President-Elect (New President)**

The President should call the President-Elect to the podium for the official transfer of office. The new President should receive the seal of the organization (or be told where the seal resides), the office of the NEASEA President's Plaque, and the official gavel of the organization. Upon the passage of the gavel, the outgoing President should say, "With the passing of this gavel, I formally pass to you the Presidency of the Northeast Association of Student Employment Administrators, effective on October 1."

**II.C.4.b: New President's Address to Membership**

It is not inappropriate at this time for the new President to address the membership with his/her hopes and plans for the coming term of office.

**II.C.4.c: Passage of Past President's Plaque**

The President-Elect should then call the outgoing President to the podium to present the Past President's Plaque to the outgoing President.

**II.C.4.d: Adjournment**

The meeting should be adjourned in accordance with Robert's Rules of Order.

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## **SECTION III: ELECTION OF NEW OFFICERS**

### **III.A: FIRST CALL FOR NOMINATIONS**

The first call for nominations will be made by the President in the spring via the newsletter, website and listserv. In consultation with the Executive Board, the Nominations Committee will attempt to compile a list of possible candidates. Appendix C offers sample communications to use during the nomination process.

### **III.B: CONFIRMATION OF NOMINATIONS**

With the cooperation of the membership committee, the Nominations Committee will pre-screen all nominations for eligibility and confirm their willingness to serve on the Executive Board. If, for any reason, multiple nominations are received for any one office, while other offices lack any candidates, the charge given to the Nominations Committee will be to attempt, whenever possible, to present a full slate, thus encouraging all nominees to consider other offices that may be appropriate based on their experience. Upon confirmation of the slate of officers, personal profiles will be requested from each nominee to be returned to the Nominations Committee. At this time it will be appropriate to update the Executive Board as to the slate that will be presented.

### **III.C: INTRODUCTION OF THE SLATE AT THE ANNUAL CONFERENCE**

The slate will include nominations received by the deadline from the first call of nominations. Each candidate will be encouraged to attend the annual conference. Introductions of the slate should be made during the Nominations Committee report at the Annual Business Meeting.

### **III.D: FINAL CALL FOR NOMINATIONS**

The slate of officers will be announced immediately after the conference via the membership directory listserv, and a final call for additional nominations will be made. Any members wishing to add themselves to the slate after the deadline for final call will need to indicate to the membership their interest as a write-in candidate through their own mailing campaign. The deadline for final call for nominations should be two weeks after the final call.

### **III.E: VOTING**

Ballots will be distributed one month after the conference to all current members showing the final slate with the nominees' personal profiles. Ballots will offer a line for a write-in vote for all positions. All Executive Board members will be elected by a majority vote of the active membership returning completed ballots prior to the voting deadline noted on the ballots. The voting should be open for 30 days. In case of a tie, the candidate selected will be determined by a majority vote of the existing Executive Board. Final tie breaker will be made by the current President.

### **III.F: ELECTED OFFICERS**

Nominees should be notified by the President of the final election results within one week of the close of voting. Once all nominees have been notified of the results an announcement with the final results should be sent out via the membership directory and included in the next newsletter. All officers will assume office effective January 1.

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## **SECTION IV: AWARDS**

Recognition is an important part of NEASEA. It is an opportunity to recognize the outstanding efforts of our membership and to celebrate the success of our colleagues. Each year the Northeast Association of Student Employment Administrators recognizes the valuable contributions of its member by presenting special awards at the NEASEA annual conference. The membership is asked to nominate deserving colleagues, and, depending on the award, the nominations are reviewed by either the Professional Recognition Committee and/or by the Executive Board.

### **IV.A: PROFESSIONAL DEVELOPMENT CONFERENCE FEE WAIVERS**

#### **IV.A.1: Definition**

Funding provided to NEASEA members to attend the annual regional conference, when limited funds are available at the member's institutions.

#### **IV.A.2: Objectives**

The intent of the program is to defray all or part of the Annual Conference registration fee for NEASEA members when limited funds are available at the member's institution, and the member is willing to actively participate in NEASEA activities over the coming year. The value of the award is based on individual need and commitment, as well as available funding. Final candidates understand that the intent of the grant is not only to enable their attendance at the NEASEA Annual Conference, but also to gain a commitment of active participation in the organization from the candidate for a minimum of one year beyond the Conference. Additionally, the candidate's institution understands that institutional support will be available to meet the remaining Conference costs. The candidate's institution also agrees to enable the participation of the candidate in additional professional development activities within NEASEA.

#### **IV.A.3: Process**

Applications from the membership-at-large will be solicited via a special email sent to the membership by the Vice President for Professional Development during the Spring. A solicitation for applications may also be included in the Spring newsletter. The Professional Recognition Committee shall review all nominations and select recipient(s). If the Vice President for Professional Development is an applicant for the waiver, then the Vice President should recuse his/herself from the voting and the committee should make the report of the selectees to the President.

#### **IV.A.4: Award**

Final selections are made prior to the Annual Conference and recipient(s) are notified via correspondence from the Vice President of Professional Development. The number and value of the waivers awarded will be dependent upon the amount of funds available. Recognition will be given to the Professional Development Conference Fee Waiver recipients at the Annual Awards Banquet, in recognition of the service they have committed to provide over the coming year. Funding for this award may come from the silent auction or other resources, as determined by the Executive Board.

## **IV.B: BEST OF NEASEA AWARD**

### **IV.B.1: Definition**

Presented to the presenter of the highest rated session at the annual conference. When NEASEA co-hosts the annual conference with NSEA, no best of NEASEA award is presented.

### **IV.B.2: Objectives**

To recognize the outstanding session of the conference, to encourage quality programs, and to provide incentive for members to present sessions at the annual conference.

### **IV.B.3: Process**

The recipient is selected based upon the session evaluations which are submitted by members during the conference. To be eligible for consideration, at least ten people must have attended the session, the presenter must be a NEASEA member, and the session must be a break-out session and not a roundtable discussion.

### **IV.B.4: Award**

The member will receive a monetary award from NSEA, and NEASEA will match the NSEA award. The award is given only if the member will be able to attend and present their session at the annual NSEA conference.

## **IV.C: CHARLY TOTORO UNDERGRADUATE STUDENT EMPLOYEE OF THE YEAR AWARD**

*See the Student Employment Recognition Handbook*

## **IV.D: GRADUATE STUDENT EMPLOYEE OF THE YEAR AWARD**

*See the Student Employment Recognition Handbook*

## **IV.E: SUPERVISOR OF THE YEAR AWARD**

*See the Student Employment Recognition Handbook*

## **IV.F: ROBERT CUNNINGHAM ROOKIE OF THE YEAR AWARD**

### **IV.F.1: Definition**

Presented to a person who has been a member for three or less years in recognition of exceptional and enthusiastic service to NEASEA.

### **IV.F.2: Objectives**

To give recognition to members with three or less years of NEASEA membership, and to encourage newcomers to take on leadership roles within NEASEA.

### **IV.F.3: Process**

Nominations from the membership-at-large will be solicited via a special email sent to the membership by the Vice President for Professional Development during the Spring. A solicitation for nominations may also be included in the Spring newsletter. The Professional Recognition Committee shall review all nominations and select a winner. If the Vice President for Professional Development is a nominee for the award, then the Vice President should recuse his/herself from the voting and the committee should make the report of the selectee to the President.

**IV.F.4: Award**

The recipient will receive an engraved plaque acknowledging his/her achievements at the Annual Awards banquet. A summary statement from the nomination should be read as part of the award ceremony.

**IV.G: ROBERT GALLIONE, JR. STATE REPRESENTATIVE OF THE YEAR AWARD****IV.G.1: Definition**

Presented in recognition of the State Representative who did the most to advance the Association, to increase membership in his/her own district, and to provide information to district members.

**IV.G.2: Objectives**

To give recognition to a State Representative who has excelled, and to encourage State Representatives to continue taking on leadership roles within NEASEA.

**IV.G.3: Process**

Nominations from the membership-at-large will be solicited via a special email sent to the membership by the Vice President for Professional Development during the Spring. A solicitation for nominations may also be included in the Spring newsletter. The Professional Recognition Committee shall review all nominations and select a winner.

**IV.G.4: Award**

The recipient will receive an engraved plaque acknowledging his/her achievements at the Annual Awards banquet. A summary statement from the nomination should be read as part of the awards ceremony.

**IV.H: ANN MCCORMICK OUTSTANDING ACHIEVEMENT AWARD****IV.H.1: Definition**

Presented in recognition of particular achievement by a member of NEASEA during the current year.

**IV.H.2: Objectives**

To recognize the outstanding achievement of a particular NEASEA member who has excelled in serving student employment and NEASEA.

**IV.H.3: Process**

Nominations from the membership-at-large will be solicited via a special email sent to the membership by the Vice President for Professional Development during the Spring. A solicitation for nominations may also be included in the Spring newsletter. The Professional Recognition Committee shall review all nominations and recommend a winner. If the Vice President for Professional Development is a nominee for the award, then the Vice President should recuse his/herself from the voting and the committee should make the report of the selectee to the President.

**IV.H.4: Award**

The recipient will receive an engraved plaque acknowledging his/her achievements at the Annual Awards banquet. A summary statement from the nomination should be read as part of the award ceremony.

## **IV.I: EMILY NEWTON PRESIDENT'S AWARD**

### **IV.I.1: Definition**

Presented by the current President to a member in recognition of his/her exemplary contributions and commitment.

### **IV.I.2: Objectives**

To recognize the recipient for the assistance provided to the President in achieving his/her goals as President, and to encourage the recipient to continue taking on leadership roles within NEASEA.

### **IV.I.3: Process**

The recipient is selected by the President.

### **IV.I.4: Award**

The recipient will receive an engraved plaque acknowledging his/her achievements at the Annual Awards banquet. A summary statement from the nomination should be read as part of the award ceremony.

## **IV.J: BOARD RECOGNITION AWARDS**

### **IV.J.1: President's Plaque and Gavel**

During the closure of the Annual Meeting, the new President receives the Office of the NEASEA President's Plaque and NEASEA Gavel, which passes from President to President.

### **IV.J.2: Past President's Plaque**

During the closure of the Annual Meeting, the President-Elect presents the Past President's Plaque to the outgoing President. The Past President's Plaque is an individually inscribed plaque in appreciation for his/her service as NEASEA President for the past year.

## **IV.K: CREATION OF NEW AWARDS**

The 2001 Executive Board acknowledged that standards for the creation of new and ad hoc awards must be developed. These standards have yet to be created.

## SECTION V: CONFERENCE SITE SELECTION

### V.A: SITE SELECTION TIMELINE

Site selection for the annual NEASEA Conference begins roughly a year and half before the conference is to occur. Below is a general timeline to assist in the process. This timeline focuses specifically on site selection, and not overall conference planning. Contract negotiations and other logistical considerations that occur once the site has been selected occur in other conference planning documents. Appendix D provides the site history of the NEASEA conferences, and Appendix E provides samples of site selection materials that have been used in the past.

#### V.A.1: January (a year and a half prior to the conference)

- Board Meeting: Gather suggestions for potential cities

#### V.A.2: February

- Review information from prior site selection processes, including RFP's from cities that were close second or third choices in recent selections.
- Review locations of past conferences
- Narrow the search to 3-4 cities
  - In selecting the potential cities, the goal is to avoid repeating cities that have hosted a conference in the past decade and to ensure that the conference is moving throughout the region. For example, if the current conference is scheduled for the southern part of the region, and the previous conference was in New England, then looking for sites in middle of the region would be most appropriate for the site selection process

#### V.A.3: March

- Board Meeting: finalize the list of 3-4 cities with the Board
- Board Meeting: determine projected attendance and other details necessary for RFP:
  - Room nights should be based on consideration of the actual room nights from the prior year's conference, as well as the projected attendance, taking into consideration economic influences and current membership levels. (If prior year's conference was a joint conference, find out how many room nights were actually used by NEASEA members.)
  - All fees, "comped rooms," and amenities are based on room nights, as are penalties. This is a very important step in conference planning and should be figured carefully. Food prices and room rental charges are also based on room nights.
  - Formula: Divide total membership by 3 (estimating that a third of the membership will attend), then multiply the number of nights of the conference by .75 (which estimates that about half the attendees will share a room) to determine a base figure of room nights. For example:  $200 \text{ members} / 3 \times .75 \times 3 = 150$ . This assumes that 65 people would come for three nights and that about half would share a room. Add to this any room nights needed for SEE training, Board meeting, and Saturday night stay over. For this example, depending on the Board and the number of participants for SEE training, 180-200 would be a realistic number for room nights.
  - Room Rates – better to pay a little more per night and have more flexibility on things like meal charges and room rental fees.
  - Meals: Hotel will assume that you will be eating most, if not all of your meals at their site.

- They will give you a menu with prices
- Advise the hotel sales person that it will be necessary to work with the Catering Department to devise your own menus to meet the group's needs.
- Negotiate. Unless the hotel is extremely busy all the time, they will negotiate prices with you.
- Mail Request for Proposal (RFP) to the Convention Bureau of each city selected as a finalist. Convention Bureaus typically need 2-3 weeks to respond

#### **V.A.4: April**

- Review bids to determine which sites merit site visits
- Schedule site visits
  - Site visits can be conducted by either the conference coordinator or a NEAESA member near the site who is in a position to provide solid feedback. It is important to spend the night and eat a meal at each potential site.
  - Have Convention Bureau arrange for site visits:
    - Hotels should comp room and at least one meal
    - Convention Bureau should provide a tour of area

#### **V.A.5: May**

- Complete site visits in the early part of the month prior to the Board meeting
- Evaluate and rank sites
- Prepare Board report and comparative matrix of potential sites for upcoming Board meeting
  - The comparative matrix is to assist in the final selection of the site by the Board. As such, it does not need to include every site visited. If the conference chair feels that sites should no longer be in consideration based on the visit, it is appropriate to eliminate them from the comparative matrix.
- Board Meeting: Review the comparative matrix with the Board, along with the first choice and second choice recommendations. Make final determination and Board votes to approve.

#### **V.A.6: June**

- Finalize contract with hotel selected for next year's conference

#### **V.A.7: July**

- Develop promotional materials to be used at the upcoming annual conference to announce the next year's site.
- Collect promotional materials from the city and hotel selected.
- Select and purchase a small token gift representative of the next year's site to be used in the promotional materials (e.g. a lobster magnet for a site in Maine, a lighthouse shaped soap for a site on the NH coast, a food item from a well-known manufacturer in the selected city, etc.)

#### **V.A.8: August**

- Announce the site at the annual NEASEA Conference.
- Archive all of the RFP's and comparative matrix information for use in the next round of site selection.

## SECTION VI: CONFERENCE PLANNING

### VI.A: CONFERENCE OVERVIEW

Appendix F provides a timeline for the conference planning activities, and the accompanying “Sample Conference Planning Materials” offers over 40 pages of sample ideas for the conference planning process.

- Select Program Chair
  - Discuss programming with Program Chair
  - Design programs around theme
  - At least one program directly related to the conference site
    - Local politician
    - Speaker from Convention Bureau
    - Group visit to historical site or place of interest
  - Review past conference schedules and programs
  - Schedule social events and entertainment to complement rather than compete with educational programming
  - Set parameters regarding A/V equipment – what to charge for PowerPoint equipment – encourage presenters to bring their own.
  - Try to schedule presentations that use the same equipment after one another. Always get 1 or 2 bids from outside AV companies and then ask the hotel AV company to match them. Never take the first bid or the full “price list” fees.
- Complimentary Lodging

When free room night levels are reached, preference in complimentary lodging goes to:

  1. Any speakers or guests for whom the Association is paying the travel expenses.
  2. Lodging for SEE trainers presenting the preconference SEE training.
  3. Lodging for Executive Board members for the preconference board meeting
  4. Any additional free room nights the distribution would be at the discretion of the Executive Board (once they come out of shock for having that many free room nights).

### VI.B: CONFERENCE RESPONSIBILITIES

#### VI.B.1: Conference Chair

The Vice President for Conference Services is the Conference Chair, who, in turn, selects many volunteers to head up the various sub-committees. The Conference Chair oversees all conference committees and has final say, along with the Board, on all major decisions. The Conference Chair, along with the Vice President for Financial Services, establishes the conference budget, and informs each committee of the dollar amount they have to work with for the conference. The Conference Chair is the main liaison with the hotel site personnel, and may have a local site coordinator to keep in touch with the hotel on a regular basis. The Conference Chair also works with the President to establish the needs from the hotel for the Board Meeting, and also works with the Vice President for Professional Development on SEE training needs. The Conference Chair will also be a key person, along with the President, in deciding who gets hotel “perks” and amenities, as well as how any free room nights are used. It should be noted that room nights are earned, and cannot be promised ahead of time, since they may not happen if contractual room nights are not met. For this reason, all needed room nights for guests, speakers, etc should be figured in the budget figures.

All financial agreements as to when deposits are due, and how payments are to be made

should be clearly understood at the outset, and the Vice President for Financial Services should be kept aware of hotel contacts. The Vice President for Financial Services should also have a copy of the contract in order to make sure that all deadlines and obligation are met.

The Budget includes, but is not limited to, the following:

- Room rentals
- Food
- Program speakers
- Printing and Postage
- Give-a-ways, Supplies (binders, badges, ribbons, etc)
- Awards and entertainment

Remember, when figuring food and room rental prices, the hotel adds on taxes and service charges which can range from 25 to 30%. For example, if the hotel asks for a food commitment of \$9750 ( 65 guests X \$150 per person for food), you must figure at least \$12,200 for food, which means about \$188 per person. The Conference Chair must keep in mind that the organization, not the hotel, dictates how much money is going to be spent. This discussion with the hotel must take place before the contract is signed. If the hotel is not willing to work with you before the contract is signed, then it might be best to look for another site.

The Conference Chair is responsible for sending thank you notes to everyone that participated in any way. This includes hand written notes to the key people at the hotel and any off-site personnel.

#### **VI.B.2: Program Chair**

The Conference Chair selects the Program Chair based on interest or prior experience. There should be four or five active members on this committee. The purpose of the committee is to review program proposals and to determine which ones fit into the conference theme. A preliminary program should be ready for Board review at the first in-person Board meeting, with final decisions made in time for an initial mailing 90 days prior to the conference. The program chair also works with the Vice President for Financial Services to make sure that any speaker fees are within the conference budget, and will work with the person responsible for gifts and certificates to make sure that everyone gets the recognition they deserve.

#### **VI.B.3: Promotions/Vendors/Sponsors**

Ultimately, it is the responsibility of every Board member to seek support for functions such as the Conference, under the leadership of the Conference Chair. The Business or Convention Bureau can give you leads as to prominent businesses in the city that might be of help to the Conference. You might also be able to find a speaker from one of these sources. The Conference Chair will make arrangement for any table, electrical outlets, etc. that vendors will need while attending the conference. The Chair will also determine whether or not the vendor will be there for a meal, and will invite them to join the group, as appropriate.

#### **VI.B.4: Site Chair/Local Arrangements**

Needs to be someone who lives close to the site so that Site Chair may visit the hotel site at least twice during the planning process. This allows for a cohesive relationship with the hotel staff, and a smoother conference in the end. The Site Chair and the Conference Chair are the two main contacts with the Catering Staff (those that take over from the Sales Staff once the contract is signed.) The Site Chair also works with the AV Department, the

Concierge, and the Hotel or House Manager to work out any problems that arise during the conference.

Local arrangements for outings can also be handled by the Site Chair, or by a separate person, depending on the size of the conference committee. If you have been working with a convention bureau or a conference center, they can also help you plan any off-site events. Such events could include sporting events, trips to museums or historical sites, or an off-site event such as a reception or dinner cruise.

#### **VI.B.5: Registration Chair**

This is often the Vice President for Financial Services, now that virtually all registration is done on-line. Coordinates with Vice President for Membership Services to make sure registrants are members in good standing. If not, the registrant must be billed for dues. Develop spreadsheet, including name, institution, address, amount paid, food allergies etc. If the Registration Chair is not the Vice President for Financial Services, then all checks have to be photocopied, recorded and mailed to the Treasurer within 48 hours of receipt. Registration Chair sends periodic registration lists to the Conference Chair and all appropriate Board members.

#### **VI.B.6: Site Registration Chair**

Needs several volunteers to work in shifts at the registration desk, handing out badges and conference bags, collecting any unpaid registration fees, and answering general questions. This is a good way to bring first time attendees into the fold. It will help them meet members and feel like a part of the group.

#### **VI.B.7: Community Service Chair**

Works with a member in the site city to identify an agency, then meets with someone from the agency to see what they need that the conference attendees can provide. It may be tangible goods or it may be services such as cleaning, painting, office work, yard work, or any combination of the above. Regardless of the service NEASEA provides, the agency is invited to a meal event to be presented with the goods, if appropriate, and given the opportunity to thank the members for their support.

#### **VI.B.8: T-Shirt Exchange/Raffle/Silent Auction**

Depending on the number of volunteers you have, and the size of the conference, these tasks can be handled by one or more persons. The person in charge of the T-shirt exchange finds an interesting and interactive way to get the participants to trade their t-shirts. This event shouldn't take more than 10-15 minutes, but should be an ice breaker and fun!!

Also included in this are Door Prizes. Members are asked to bring door prizes, which are given out periodically throughout the conference. One person is needed for this task

The raffle/silent auction is a bit more complicated. This involves putting the items out for display, monitoring the silent auction bidding, collecting the bids, announcing the winners, and collecting the money. You may use either bidding sheets or two part tickets. If bidding sheets are used, you must collect money before the winning items can be dispensed. If two part tickets are used, the tickets are bought ahead of time, and winning items can be distributed immediately.

#### **VI.B.9: Decorations/Banquet**

If there is a banquet at the hotel, the hotel might be willing to decorate the tables. This is

something that the site chair should discuss with the Catering Dept. Usually, the hotel is willing to supply table mirrors and fake floral arrangements. If there are any other items to be placed on the tables, you must clear it with the Catering Dept. For health reasons, they will not allow things like confetti or sparkly “dust” on the tables that might interfere with the food. Table favors are generally okay, depending on the budget and appropriateness.

#### **VI.B.10: Entertainment**

If included in the Conference Budget, entertainment can be a DJ, a comedian, or an off-site event such as a dinner cruise or a city tour. This is a good job for the person in charge of local arrangements, since they should know the area and what is available. The person in charge will have to make contact, arrange for contracts to be signed by the appropriate Board member, and arrange for payment to the person or company involved.

#### **VI.B.11: Moderator Chair**

Each Conference session needs a moderator to introduce the speaker/presenter, present the speaker gift, and collect the evaluations. Again, this is a good way to get new members involved. The chair of the moderator committee is responsible for enlisting the moderators, meeting with the moderators prior to the first conference event, and collecting the evaluations. Depending on the number of conference committee members, this person might also be asked to tally the evaluations and report the findings back to the Conference Chair.

#### **VI.B.12: Programs**

Once the Program has been set, and the schedule has been arranged, the programs or conference schedules will have to be printed. It is best to have this done at the site city so they can be proofed and corrected, if necessary, before the conference begins. This also cuts down on shipping costs. If a printing company is going to be used, bids should be collected from two or three sources. With the advent of desk top publishing, this task can often be done “in house” by a participating member school, cutting down the costs of both printing and shipping.

#### **VI.B.13: Name Tags and Ribbons**

The person in charge of this task will get the participant names from the Registration Chair, then purchase and make the name tags. Various colored ribbons are used to identify attendees based on designations such as: First-Time Attendee, Presenter, Moderator, Executive Board Member, etc. Ribbons can be purchased from any vendor, unless there is a previously used vendor of choice. While there is no specified type of name tag to be used, make sure that the choice used will not damage clothing. The type that hang around the neck are a good choice, and also provide a space to put a room key. Participants should be encouraged to return the badge holders so they can be reused in the future.

#### **VI.B.14: Photography**

This is handled by a willing member, and while not a major assignment, it should be handled by someone who knows how to take pictures. If the organization has a digital camera that they feel comfortable lending to another person, that is helpful. If not, disposable cameras work very well. Whoever is selected for this task must be willing to be at all functions so that a good representation of the conference is recorded on film.

#### **VI.B.15: Give-A-Ways**

The Conference Chair usually handles this task. Give-a-ways usually consist of a tote bag and a commemorative object, and are ideally procured as a donation from a local

organization or vendor. Also included in this category are gifts and certificates for the speakers, and certificates for committee members and moderators.

**VI.B.16: Information Display Table**

An important part of any conference is the information that we gather from our colleagues. For this reason, it is a good idea to have a display table for hand-outs, including extra copies of presentation materials. The Conference Chair makes the arrangement for the table, and one person is in charge of stocking the table. This is a good job for a first time attendee.

**VI.B.17: Publicity**

This is usually handled by the Conference Chair, in conjunction with the Vice President for Marketing and Public Relations, with the various committee chairs filtering information to the Conference Chair. In this way, there is consistency in the format of the information being presented, and the Conference Chair is aware of everything that is being sent to the membership. There should be a pre-conference mailing at least 90 days prior to the conference, complete with program.

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## **SECTION VII: PROFESSIONAL DEVELOPMENT WORKSHOPS – STUDENT EMPLOYMENT ESSENTIALS (SEE) TRAINING**

### **VII.A: SEE TRAINING**

The SEE program is a National Student Employment Association (NSEA) program run by regional coordinators. All trainers must be trained and certified by NSEA, and all materials are copyrighted by the national organization. The SEE Training program is meant to be a self-sustaining program covering its own costs, and it typically contributes to the overall organizational budget when it generates a surplus.

#### **VII.A.1: Scheduling**

Traditionally there have been two to three training sessions during the calendar year with both tracks. One is held on the two days prior the annual conference, while the others are held in the spring and fall, spread across the region. The Vice President for Professional Development, in conjunction with the Executive Board, establishes the dates and locations for SEE training for the coming year prior to January 1<sup>st</sup>. Typically, SEE locations are determined using the proximity of the trainers that are available and the availability of a local institution that can host the event.

The Conference SEE session is typically larger than any other during the year, but costs are also much higher. Other trainings held throughout the year are often held on campuses to keep the costs as low as possible.

#### **VII.A.2: Pricing**

NSEA sets the minimum and maximum price per Track for training. NEASEA then sets its pricing within those guidelines. Costs should be set for the full year, in consultation with the Executive Board, before marketing materials are distributed.

As of 2006, NEASEA has charged \$139 per Track. Non-members must pay for NEASEA membership (\$75) when registering for SEE.

All marketing materials must include the cancellation policy.

#### **VII.A.3: Registration and Payment**

Registration and payment are handled on-line through NEASEA's website.

- A training confirmation should be sent to all registrants with the following information:
  - Training location, date(s), time(s)
  - Track(s) overview
  - Payment information and options.
  - SEE Cancellation Policy
  - Local Travel Information
  - Local Hotel Accommodations
  - Vice President for Professional Development Contact Information
- Since minimum attendance is required, registrants are informed in the registration materials not to make non-refundable travel plans until they have received final confirmation from the Vice President for Professional Development, which should occur at least one month in advance of the event. NEASEA does not refund any travel costs for attendees.

#### **VII.A.4: Marketing**

The marketing brochure should be prepared, including all dates for the calendar year, so that it can be distributed at least two months prior to the first training event.

The website should be updated in January with all dates for the calendar year.

Marketing suggestions include:

- Sending brochures to non-members near the training location. (Mailing labels can be generated out of MemberClicks.)
- Sending email announcements to NEASEA members using MemberClicks, the NEASEA listserv, and the NSEA listserv.
- Keeping SEE information on web site current.
- Sending SEE marketing flyers to District Reps for distribution at District Meetings.
- Having members post SEE information to other listservs, such as financial aid, human resources, and career services listservs.

#### **VII.A.5: Planning**

##### **VII.A.5.a: Training Facilities & Equipment**

The training room will need a laptop to run the PowerPoint, an LCD projector, and a screen for display. A flip-chart and markers are also necessary.

##### **VII.A.5.b: Trainers**

Two trainers are necessary for each session. Trainers are given a Trainer's manual when they go through Train-the-Trainer, however, updated materials are distributed on a regular basis. Make sure the trainers have the most up-to-date materials from NSEA in advance of the SEE Training.

##### **VII.A.5.c: On-Site Coordinator**

If the Vice President for Professional Development will not be at the SEE Training, an on-site coordinator will need to be indentified. (SEE Trainers are not expected to both lead the training and handle on-site coordination.) The on-site coordinator will handle tasks such as:

- Assembling training manuals
- Making sure all on-site arrangements are in place the day of the training
- On-site check-in
- Providing Certificates of Completion to SEE Trainers for distribution
- Gathering evaluations to be forwarded to the National SEE Training coordinator

##### **VII.A.5.d: Minimum Attendance**

Since SEE training relies heavily on the interaction of the participants, a minimum number of attendees is needed in order to provide the most productive training, for both the attendees and the trainer. Past trainers have identified the need for at least six to eight attendees (ideally more) for the training to be successful. The minimum number needed to cover the costs of the event should also be taken into consideration.

If the minimum number has not been reached, the Executive Board should be consulted to determine whether the event should be cancelled at least one month prior to the event.

#### **VII.A.5.e: General Considerations**

- Be sure to confirm previously scheduled training dates, locations, and trainers for all events for the calendar year well in advance of each event.
- Gather hotel information for each location
  - Call hotels to block rooms for each training session and to acquire pre-negotiated rate if applicable
- Gather food menus/catering menus for training location
  - Coffee and a continental breakfast should be provided
  - The lunch menu for each training day must be planned in advance
  - Water should be provided for trainees and trainers
- Inform trainers what they will need to provide for their training session and how they will be reimbursed by NEASEA. (Be sure to provide guidelines on how many trainees will be in attendance.)
- A copy of any contracts entered into for the SEE training should be provided to the Vice President for Financial Services.

#### **VII.A.6: Expenses**

##### **VII.A.6.a: Training Manuals for Participants**

SEE manuals are currently \$30 per Track. They must be purchased through the NSEA SEE coordinator. Since the manuals are continually updated, orders should be limited to what is needed for the individual training, since there is the possibility that they may be outdated before the next training.

- Order manuals two weeks in advance (at a minimum) to receive them on time.
- Purchase the 3-ring binders for each manual. You will have to assemble the manuals prior to the session.
- SEE Certificates of Completion are sent along with the manuals from NSEA.

##### **VII.A.6.b: Trainer Travel**

The following costs associated with conducting a SEE training session are reimbursable by NEASEA.

- Travel expenses, as outlined in Section I. (These costs are not reimbursed for a trainer conducting training prior to the NEASEA conference if the trainer is attending the conference.)
- Meals during training session and during travel (See Section I for limitations on expenses)
- Hotel costs associated with conducting the training session (See Section I for expectations on shared rooms)
- Training materials (candy bars, etc.)

##### **VII.A.6.c: Food**

The following food and beverage are included in the SEE registration fee:

- Coffee and a light, continental breakfast
- Lunch (can be buffet, box, etc.)
- Water

#### **VII.B: SEE REGIONAL TRAINERS**

##### **VII.B.1: Trainer Criteria**

In order to be considered for a position as a SEE Trainer, a member must meet the following

minimum criteria established by NSEA:

- Attended SEE Track A & B
- At least three years of experience in a student employment related field
- Able to provide a letter of support from their supervisor
- Able to provide a statement of interest outlining their skills (including presentation skills/experience), background and interest.

In addition to the NSEA criteria, NEASEA requires the submission of the names and contact info for at least two references and expects a commitment from the trainer to lead four workshops within a two year period from the date of training. Where possible, NEASEA prefers candidates who can make a commitment to serve as a trainer for more than two years, as well as those who have presented at a NEASEA conference and received ratings of 3 or above.

### **VII.B.2: Application Process**

A call for trainer applications is distributed to the membership by the Vice President for Professional Development. Trainer candidates should write a letter of interest to the Vice President for Professional Development. The letter should include:

1. Years of experience in student employment and related fields
2. Listing of major presentations offered in the past several years
3. Letter of support from supervisor
4. Names and phone numbers of at least 2 references
5. An acceptance of the time commitment required and the best months for availability.

The Vice President for Professional Development shall review the letters of interest and contact applicants to clarify the expectations of trainers and to verify their continued interest in the position. The Vice President for Professional Development shall recommend trainers for the upcoming year, pending approval of the Board. The names and applications of the recommended members are then passed to the NSEA Training Coordinator for review and final approval by the committee of National Trainers.

### **VII.C: NSEA SEE TRAIN-THE-TRAINER**

NSEA holds a SEE Train-the Trainer workshop each year to coincide with the first NSEA Board meeting in February. NSEA offers one scholarship per region to send a person to attend the workshop. NEASEA assumes the costs of sending any additional trainers. In the event that not all Regions submit someone for the scholarship, the other regions may be awarded additional scholarships. Because of this, NEASEA tries to identify more than one person to send through the Train-the-Trainer program on an annual basis, should additional funding be available, in order to keep a strong pool of qualified trainers available.

#### **VII.C.1: NSEA Train the Trainer Scholarship Application Process**

NEASEA is contacted each year by the NSEA SEE Training Coordinator in order to identify the name of the scholarship recipient NEASEA has selected to attend the Train-the-Trainer program. At that time, the names of additional attendees are also provided to the Training Coordinator. Once confirmation is received from the NSEA Training Coordinator, trainer participants are notified with a confirmation letter and a Memorandum of Understanding to be returned prior to the training.

#### **VII.C.2: Train-the Trainer Costs:**

Expenses related to attending Train-the-Trainer are handled as follows:

- Train-the-Trainer registration (currently \$200): Registration for scholarship recipient is paid for by NSEA. Additional attendees must be paid for by NEASEA. NSEA will bill NEASEA accordingly.
- Lodging: Lodging for the scholarship recipient is paid for by NSEA. Lodging for additional attendees must be paid for by NEASEA. Additional attendees must submit travel reimbursement form to NEASEA's Vice President for Financial Services.
- Travel: Travel for the scholarship recipient is paid for by NSEA. Travel for additional attendees must be paid for by NEASEA. Additional attendees must submit travel reimbursement form to NEASEA's Vice President for Financial Services.
- Meals: Meals for the scholarship recipient are paid for by NSEA. Meals for additional attendees must be paid for by NEASEA. Additional attendees must submit travel reimbursement form to NEASEA's Vice President for Financial Services.
- The maximum amount covered for Lodging, Travel, and Meals for the scholarship recipient is currently \$700.

#### **VII.D: NATIONAL TRAINERS**

In addition to Regional Trainers, NSEA designates National Trainers. Once someone is designated as a National Trainer, they will:

- Conduct Train-the-Trainer sessions, as needed
- Travel to any region to conduct SEE Training, if requested
- Serve on a committee to review all training materials on a yearly basis
- Serve as a mentor for Regional Trainers
- Review applications from candidates who wish to become Regional SEE Trainers

##### **VII.D.1: National Trainer Criteria**

In order to be considered for a position as a SEE Trainer, a member must meet the following minimum criteria established by NSEA:

- Conducted at least three sessions of both Track A & B
- Received consistently high evaluation scores and good comments on the evaluations
- Able to serve on a committee to review the training material on a yearly basis
- Able to act as a mentor for the Regional Trainers
- Commit to conducting at least one SEE Trainer per year
- Able to travel to any Region to conduct SEE Training
- Provide a statement of interest in being a National Trainer
- Provide a letter of support from his/her supervisor

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## **SECTION VIII: MEMBERSHIP PROCEDURES**

### **VIII.A: OWNERSHIP OF MEMBERSHIP**

When a membership is purchased for an individual by an institution, the membership belongs to that person as long as they remain at that institution. If the individual leaves that institution, the membership may be turned over for the remainder of the term to the next individual to take the position at that institution. The membership does not travel with the individual, unless the individual paid for the membership with his/her own personal funds.

Honorary memberships belong to the individual, since the membership has not been purchased by the institution but rather given to the individual by the Association.

### **VIII.B: NEW MEMBERSHIPS**

Any individual wishing to join NEASEA or wishing to obtain introductory information about the Association shall be referred to the Vice President for Administration. Applications for new membership are available on NEASEA's website.

### **VIII.C: RENEWALS**

The Vice President for Administration shall contact all current members via a series of e-mail notifications 60 days, 45 days, 30 days, and 15 days prior to the expiration of their membership, requesting that the member renew his/her membership for the next year. The initial 60 day notice will also be sent via postal mail, in case the member has left their position, in hopes that their replacement will receive the information. It is not inappropriate at this time to offer an incentive for renewal (i.e free gift).

### **VIII.D: RESPONSIBILITY FOR MEMBERSHIP COLLECTION**

All payments shall be sent to the Vice President for Financial Services.

### **VIII.E: MEMBERSHIP DIRECTORY/DATABASE MAINTENANCE**

All membership processing starts with the membership application form being submitted on-line, which creates a receipt in the Forms section of MemberClicks. Upon receipt of a membership application and dues, the Vice President for Administration and the Vice President for Financial Services are responsible for maintaining this information via the MemberClicks software system. The Vice President for Administration and Vice President for Financial Services each have responsibility for maintaining the receipts and work in tandem with the process.

#### **VIII.E.1: Vice President for Administration**

The Vice President for Administration will review the receipts on a daily basis.

- If it is a New Member, the Vice President for Administration reviews the data to make sure that it is, in fact, a valid application (meaning that it is not a duplicate and it appears to be from someone who genuinely wants to join and not from a spam generator, etc.) and then validates the profile. (The Vice President for Administration will receive an e-mail indicating that a new application needs to be validated.)
- Upon receipt of payment, the New Member's profile is activated.
- If it is a Renewal member, the profile is automatically valid & will be activated upon receipt of payment
- The Vice President for Administration will delete any duplicates that are created.

The Vice President for Administration updates the following fields on the Profile:

- NEASEA State (for new members, or renewals who have changed jobs)
- First Year of Membership (for new members)
- Member in 2009 (or the relevant year at the time of processing). Note that memberships are valid for one-year from the receipt of dues, so two years may need to be marked as true for the “Member in” fields.
- Years of Membership (“0-3” or “3 or more” for Rookie of the Year determination purposes)
- Date Added (for new members)

After the profile has been activated (e.g. payment received), the Vice President for Administration sends a welcome letter with login information for the website. Notification is also sent to the appropriate State Representative.

#### **VIII.E.2: Vice President for Financial Services**

Upon receiving payment, the Vice President for Financial Services completes the following two tasks:

- Updates the receipt to reflect that the payment has been received
- Places the receipt in the “Paid Memberships 2009” folder (or the folder for the relevant year at the time of processing)

Once the profile has been validated and activated by the Vice President for Administration, the Vice President for Financial Services does the next three tasks:

- Updates the Dues Paid Date field in the member’s Profile
- Updates the Expiration Date (one-year from the expiration of current membership or the receipt of payment, whichever is later)
- Updates the Member Type in the member’s Profile

The Vice President for Financial Services follows up on any incomplete membership applications, assisting the applicant in completing the necessary information. In some cases, the only item incomplete may be the payment process, in which case, the Vice President for Financial Services may be able to complete the application for the applicant if payment has already arrived.

#### **VIII.F: NON-PAYMENT**

Per NEASEA’s Bylaws, payment is required to be an active member. Thus, access to member services is not granted to new members until payment has been received. If payment has not been received within fifteen (15) days of the submission of the membership application, the Vice President for Administration will send a payment reminder notification. At the end of thirty (30) days, if payment has still not been received, the membership application will be deleted.

Access to member services for current members is terminated if renewal membership payment has not been received by the member’s expiration date.

## **SECTION IX: NSEA BOARD REPRESENTATION**

### **IX.A: NSEA BOARD COMPOSITION**

The NSEA Board is comprised of eleven members; eight of whom represent the two elected members from each of the four regions. The two members from each region serve a two-year term, which are staggered, with one representative being elected each year.

### **VIX.B: SELECTION PROCESS**

Each year, NSEA asks the regions to provide the name(s) of the regional candidate(s) to be placed on the NSEA Ballot. Each region determines the process for the nomination of those who will be placed on the ballot for their respective region. In the absence of a nomination, the NSEA Board will nominate candidates to ensure representation from each region.

The NEASEA Board will select at least one member each year to be placed on the NSEA Ballot, and, if elected, serve a two-year term on the NSEA Board.

The candidate selected must be a NEASEA member in good standing. He/She must have maintained NEASEA membership for at least three years and have been actively involved in the NEASEA organization (i.e., board member, committee chair, committee member, volunteer, etc.).

The candidate may not be a member of the NEASEA Executive Board during his/her term on the NSEA Executive Board.

### **IX.C: DUTIES AND RESPONSIBILITIES**

The NSEA Board members from each region are able to foster communication between the regional and national boards, helping to communicate the work and concerns of the national association to the region and vice-versa.

Each year, the NEASEA Board will also provide the new representatives with a copy of all minutes from the previous year's NEASEA Board Meetings. NSEA also provides a copy of all minutes from the NSEA Executive Board meetings to each regional President.

The NSEA representative will be an ex-officio non-voting member of the NEASEA Executive Board and should be invited to join in during the board conference calls.

### **IX.D: NSEA PRESIDENT'S MEETING**

NSEA hosts an annual meeting of the regional and national Presidents and Presidents-Elect, with the goal of fostering collaboration and communication amongst the associations. To assist in this collaboration, each year, the NEASEA Board establishes current issues that they would like to see discussed by the NSEA Board. These goals and issues are developed and communicated to the NSEA Presidents, as well as to the NSEA Board members from the NEASEA region at the beginning of each year prior to the first NSEA Board Meeting. To help accomplish this, these goals and issues should be developed during the Transitional Board Meeting at the end of the calendar year. The new NEASEA Board can make necessary changes and modifications to these current issues throughout the year.

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## **SECTION X: STATE REPRESENTATIVES**

### **X.A: STATE REPRESENTATIVE RESPONSIBILITIES**

State Representatives serve a two-year term and are responsible for the following:

- Reporting to the President-Elect on a monthly basis,
- Acting as a liaison between the representative's constituency and the NEASEA Executive Board,
- Arranging and coordinating regular state meetings in individual states or regions,
- Developing membership, including the maintenance of a current listing of student employment professionals who can be invited to state meetings and for potential membership recruitment,
- Coordinating all membership information within individual districts,
- Assisting the Executive Board in providing information and programs geared to the general and specific needs of both the district and the state; participates in the nominations process for new Executive Board members,
- Assisting the President-Elect in membership development for NEASEA overall,
- Reporting state activities to the President-Elect upon request for communication to the Executive Board,
- Reporting annually at the regional conference on state activities concerning student employment,
- Encouraging the exchange of ideas and information with member schools through mentoring, informational bulletins or conference calling to assist them with integrating student employment, community service, and job location and development programs into their respective academic communities,
- Promoting activities in support of the Student Employment Recognition activities.

A State Representative may also be responsible for:

- Appointing a State Liaison(s), if needed, to be approved by the Executive Board,
- Involving the membership in state, regional, and national activities relating to student employment,
- Participating in state and other professional organizations to improve knowledge base, identification of constituents' needs, and report to the regional association of these needs,
- Communicating, as soon as possible, information from regional conferences to those members in the Representative's state who could not attend,
- Preparing information from within the Representative's state for communication via the newsletter to other region members,
- Performing all other duties as assigned by the President and/or President-Elect,
- Notifying and assisting the Executive Board in finding a replacement as soon as possible if for any reason the Representative is unable to complete his/her term.

### **X.B: STATE MEETING PLANNER**

#### **X.B.1: Purpose of State Meetings**

The purpose of a state meeting is twofold. First, these meetings provide the membership with an opportunity to meet and to share ideas, concerns, and projects. Second, state meetings offer NEASEA a forum to educate non-members about NEASEA's goals and objectives. The goal should be to have at least two state meetings per year that are open to all members and prospective members. This is an excellent recruiting opportunity and the most direct way to build a strong network within your state.

### **X.B.2: Planning a State Meeting**

Meetings have typically been held on one day and are usually held on a college campus within the state. For large state, it is sometimes more efficient to have several smaller meetings in regional areas in order to make them convenient for the largest number of members. A meeting can involve one or more presentations and usually includes a breakfast or luncheon (sometimes both). Representatives are encouraged to organize meetings with the help of a meeting committee and to report to the President-Elect the results of the meeting so other State Representatives can benefit from the experience.

### **X.B.3: Guide to Planning a State Meeting**

Use this as a checklist in planning a State meeting. Following these steps should ensure a successful event. Appendix G provides samples of communications that have been used in the district meeting planning process in the past.

1. Pick a date and time for the meeting. Poll members about convenient times and days, but don't wait for complete consensus. (Ultimately, the State Representative has to make the decision.) Certain times of the year do seem to be better for meetings – late fall and early spring have been the most successful.
2. Contact current members for program suggestions.
3. Select program topics and make arrangements for speakers. Choose topics that will generate the most participation and are feasible to implement.
4. Review the latest directories of colleagues (JLD, Co-op, Financial Aid, Career Services, Community Service, etc.) to identify prospective members.
5. Send invitations to the meeting to all current and prospective NEASEA members in your district. Consider contacting neighboring State Representatives to broadcast the invitation to their constituents in case they are unable to attend their own district meeting.
6. Determine what meals, if any, will be served, and who will pay for them.
7. Decide whether the meeting will be open to non-members. Should they be required to pay the membership fee to attend?
8. Determine how much to charge each participant to cover the cost of the meeting.
9. Watch out for topics/issues that may require more than one day.
10. Have and enjoy the district meeting!

### **X.B.4: Sample Topics for Discussion**

- I-9 Re-authorizations
- Online processes
- Minimum wage increase
- Electronic payroll procedures
- Personality profiling (e.g. Myers-Briggs, etc where you learn more about your co-workers based on how they respond to various scenarios)
- Discussion about conference do's and don'ts (may help next year's conference planners to know what people really like at conferences; members who were there can talk about the most recent conference, which may get others excited to attend or be more involved in NEASEA)
- Government agencies as off-campus work-study
- Printed work study brochures? Does anyone use them?
- Ways to increase the institutions FWS allocation
- Tracking financial aid awards
- Supervisor training

- Pay rate equity
- JLD program
- International students and federal government regulations
- Student employee of the year (i.e. how to run the selection, ideas for awards, etc.)
- Tax treaties for international students
- Training sessions or workshops that other colleges currently hold
- Student/supervisor trainings
- Equity reviews (or if anyone has undergone a major pay-scale restructuring)
- Dealing with Millennial students
- Dealing with helicopter parents
- NEASEA surveys
- How schools run off-campus community service programs (e.g. training, transportation, etc.)

## **X.C: STUDENT RECOGNITION ACTIVITIES**

### **X.C.1: Student Employee Of The Year**

The primary objective of the Student Employee of the Year Program is to recognize the efforts of our student employees. Every year, NEASEA conducts a selection process to choose two outstanding student workers, whom the organization will recognize as the Charly Totoro Undergraduate Student Employee of the Year and the NEASEA Graduate Student Employee of the Year. The selection process starts at the campus level, allowing each campus to select their own campus Undergraduate and Graduate Student Employees of the Year. The process then moves to the State level, selecting from among the campuses in each State a total of eight students (assuming all States in NEASEA are participating) who will be recognized as their State's Undergraduate and Graduate Student Employees of the Year. The State selectees are then reviewed to choose the students who will be recognized by NEASEA. The Charly Totoro Undergraduate Student Employee of the Year is then sent to NSEA as part of the selection process for the National Student Employee of the Year.

### **X.C.2: Supervisor of the Year**

The primary objective of the Supervisor of the Year Program is to recognize the efforts of our supervisors of student employees. Every year, NEASEA conducts a selection process to choose an outstanding supervisor, whom the organization will recognize as the NEASEA Supervisor of the Year. The selection process starts at the campus level, allowing each campus to select their own campus Supervisor of the Year. The process then moves to the State level, selecting from among the campuses in each State a total of eight supervisors (assuming all Districts in NEASEA are participating) who will be recognized as their State's Supervisor of the Year. The State selectees are then reviewed to choose the supervisors who will be recognized by NEASEA.

### **X.C.3: State Representative Responsibilities**

State Representatives should promote this program and provide guidance to all schools within their district. Remember to encourage schools to refer to NEASEA's Student Employment Recognition Handbook. It is a valuable membership resource containing all of the information regarding the campus nomination process.

## **X.D: COMMUNICATING WITH MEMBERS**

State Representatives are expected to be in contact with the members in their State throughout

the year.

#### **X.D.1: MemberClicks Contact Center**

When sending mass communication, State Representatives are expected to utilize the Contact Center in MemberClicks. This allows the association to track the communications sent to members, as well as provides the members with the ability to retrieve any mailings that have been sent to them. Once a State Representative has submitted an e-mail mailing through the MemberClicks Contact Center, the President-Elect will complete the appropriate approval steps to initiate the distribution of the message.

#### **X.D.2: Newsletter Updates**

State Representatives are responsible for providing the newsletter editor and/or the publications chair with periodic information about the district activities and the activities of the State's membership. These updates can include:

- Agendas and notes from district meetings,
- Accomplishments (e.g. new jobs, promotions, research, awards, etc.) about individual members in your district,
- Changes or legislation affecting student employment in your state/district,
- Other news to share with the membership.

Deadlines for newsletter submission are posted on the NEASEA calendar. The President-Elect and/or the newsletter editor will also send reminders about the deadlines.

#### **X.D.3: State Newsletters**

Another option available to State Representatives is the distribution of smaller newsletters or bulletins for members in the individual districts. This allows greater information exchange, sharing of news from the Executive Board, and contact between state meetings or in times when meeting in person or over the phone is not feasible.

### **X.E: SERVING AS A PROFESSIONAL RESOURCE**

One concrete way to strengthen communication within a state and provide members with accurate information and mentors is to serve as a professional resource. This can be accomplished by identifying members who have particular expertise in certain areas of student employment. For example, a member who coordinates a particularly successful community service program can serve as the state resource in this area and assist members with new programs, questions, problems, and innovative ideas. This is especially appropriate in times of diminishing travel resources and inability to attend meetings.

Areas to concentrate on finding resources in the State include:

- Supervisory training
- Student employee performance evaluation
- Student wages
- Career days/job fairs
- Employer issues
- Legal issues – ADA, sexual harassment, FERPA
- Legislative changes
- Career development
- Community service
- Student preparation
- Job Location & Development (JLD)

- Off-campus Work-Study
- America Reads/America Counts
- Professional standards and preparation

State Representatives may wish to develop their own database of experts within the district and their specific areas of expertise.

#### **X.F: RECRUITING NEW MEMBERS**

An important duty of a State Representative is the recruitment of new members to NEASEA. Recruitment can be a part of state meeting planning. When sending out invitations to a meeting, prospective members should also be invited to join. It is left to the discretion of the State Representative whether prospective members should be charged the membership fee in order to attend the meeting or if prospective members will not be charged in the hopes that the meeting will entice them to join. Both methods have worked in the past with success.

An activity that is important for member retention is contacting members who have not yet renewed their memberships. With the shift to rolling memberships, this is an activity that occurs year-round. The President-Elect provides a list of members who have not yet renewed.

#### **X.G: ROBERT GALLIONE, JR. STATE REPRESENTATIVE OF THE YEAR AWARD**

The Robert Gallione, Jr. State Representative of the Year Award is given in recognition of the State Representative who did the most to advance the Northeast Association of Student Employment Administrators, to increase the membership in his/her own state, and to provide information to state members. A list of previous recipients is provided on the NEASEA website.

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## **APPENDIX A HISTORY OF CHANGES**

With the 2009 edition of the Protocol Manual, an attempt was started to track the general nature of the changes to the Constitution, Bylaws, and Protocol Manual. It is hoped that, as future changes occur, and as prior changes are researched, this appendix can be expanded to provide more detail.

### **CONSTITUTION**

2007 Vote:

- Director of Communications position changed to Vice President for Marketing and Public Relations
- Treasurer title changed to Vice President for Financial Services
- Past-President position eliminated
- Vice President for Conference Services created

2010 Vote:

- Change in the Purpose statement
- Vice President for Membership changed to Vice President for Administration
- Vice President for Marketing and Public Relations changed to Vice President for Marketing

### **BYLAWS**

2007 Vote:

- Past-President responsibilities distributed to President and President-Elect
- Director of Communications responsibilities for Minutes distributed to President-Elect

2009 Vote:

- Vice President for Membership Services term of office expanded from 1-year to 2-years
- Membership year changed from Jan 1 through Dec 31 to a rolling membership year based on the anniversary of when dues are paid.

2010 Vote:

- Clarified the Vacancies on the Executive Board statement
- Terms of office changed from the beginning of the fiscal year to the first day of October
- Include collaborative relations with other professional associations and annual review of the associations Long Range Plan to the President and President-Elect duties
- Include leadership to the State Representatives to the President-Elects duties
- Move responsibility of Minutes from President-Elect to the duties of the Vice President of Administration
- Establish the Training and Development Committee
- Eliminate the Corporate Committee and the Legislative Committee
- Establish a Technology Committee
- Vice President for Professional Development shall serve as the Chairperson of the Training and Development Committee
- Vice President for Administration shall serve as the Chairperson of the Technology Committee
- Redefine the duties of the Vice President for Conference Services

- District Representatives changed to State Representatives
- Redefine the Types of Memberships, Membership Restrictions, and Voting privileges
- Redefine the Nominations Committee
- Establish a Marketing and Recruitment Committee to be chaired by the Vice President for Marketing

## **PROTOCOL MANUAL**

### 2009 Revision:

- Official Constitution and Bylaws added as preamble to Protocol Manual
- District Representative Handbook integrated into Protocol Manual
- Conference Site Selection timeline integrated into Protocol Manual
- Conference Planning Guide integrated into Protocol Manual
- “Sample Conference Planning Materials” created to provide additional resources for conference planning
- Multiple operational calendars consolidated into one Operational Calendar
- Administrative Handbook created to capture information about services and contracts necessary for the effective administration of the association
- Income and Expense categories revised to align with tax return reporting requirements

### 2010 Revision:

- Credit Card Policy added
- Event Cancellation Policy added

## **APPENDIX B OPERATIONAL CALENDAR**

### **OPERATIONAL CALENDAR**

The effective running of the organization requires that the business functions of the organization be completed in a timely manner and follow a prescribed schedule. Minor adjustments will be required from year to year based upon the actual timing of the annual conference, board members schedules, SEE training dates, etc. In years during which NEASEA co-hosts the annual conference with NSEA, alterations must be made to accommodate the later conference timeline.

Board members with primary responsibility are listed in parenthesis after the task. For tasks handled by committees, the Board members with oversight of the committee and/or responsibility for assigning the committee chair, is listed.

### **INITIAL START-UP ACTIVITIES**

The following activities should be completed no later than January 1.

- Individual Board members should connect with previous person holding the position to go over remaining transitional items
- Web-site Updates:
  - Calendar
  - New Executive Board, District Representative, and Committee Chair information
  - Make sure contact info on the various pages is accurate (e.g. membership pages, SEE pages, etc.)
  - Make sure all active Forms have appropriate e-mail notification updated, as well as any other updates necessary
  - All Board members should review their pages to identify and complete necessary updates
  - SEE Training dates
  - Conference dates

### **JANUARY**

#### **Early**

- Fiscal Year Begins
- SEE Training (VPPD): Contact all NEASEA SEE Trainers to introduce yourself and to discuss training dates and availability to conduct training
- Send VPPD contact information to the NSEA Training Coordinator so that the NSEA web site can be updated. (VPPD)
- Deadline to become SEOTY reader

#### **Mid-Month**

- Board meeting agenda items due
- Board meeting reports due from Executive Board and District Representatives
- “200 Days to Conference Countdown” e-mail (VPCS)
- Welcome letter from President (Pres)

#### **Late**

- Finalize SEE Training brochure (VPPD/VPMPR)

- Market Student Employment Recognition Activities multiple times before the deadline
- SEE Training (VPPD): Confirm arrangements regarding the Train the Trainer Workshop with workshop participants one week prior to training
- Send out reminder e-mail about conference call (Pres)
- Board Meeting (conference call)
- Gather potential sites for conference occurring in 18 months
- Approved minutes from prior Board meeting posted to website (Pres-Elect)

## **FEBRUARY**

### **Early**

- Newsletter articles due
- Call for Conference Programs e-mail announcement and posted on website (VPCS)
- SEE Training marketing materials distributed (VPPD)
- Prepare and distribute meeting minutes from the Board meeting within 30 days of the Board meeting (Pres-Elect)
- Make final arrangements for March in-person board meeting

### **Mid-Month**

- Final reminder e-mail out regarding SER Selection Activities Deadline (Pres)

### **Late**

- Winter/Spring Newsletter e-mailed to members and posted to website (VPMPR)
- SER selections due to SER Chair

## **MARCH**

### **Early**

- Board meeting agenda items due
- Board meeting reports due from Executive Board and District Representatives
- Deadline to have dues paid for SER Selection Activities Consideration
- “150 Days to Conference Countdown” e-mail (VPCS)

### **Mid-Month**

- Conference brochure finalized (VPCS/VPMPR)
- Board Meeting
- Finalize cities being considered for conference occurring in 16 months and mail RFP’s to the Convention Bureau’s at each city
- Approved minutes from prior Board meeting posted to website (Pres-Elect)
- NEASEA SEOTY winner due to NSEA (Pres)
- NEASEA SER Selections Activities recipient schools notified so that they may prepare to notify the recipients, being sure to inform schools of the timing for the public notification of the recipients. (Pres)

## **APRIL**

### **Early**

- Prepare and distribute meeting minutes from the Board meeting within 30 days of the Board meeting (Pres-Elect)
- National Student Employment Week
- Post Charly Totoro Undergraduate Student Employee of the Year, NEASEA Graduate Student Employee of the Year, and NEASEA Supervisor of the Year on the website on the first day of National Student Employment Week. (Pres)

### **Mid-Month**

- Schedule site visits for conference occurring in 15 months
- Email SER Selection Activities recipients the list of questions to be completed to allow a newsletter article to be written about them in the next issue (VPMPR)
- Conference brochure out (VPCS)
- Notification to SEOTY honorees home newspapers (VPMPR)

### **Late**

- “100 Days to Conference Countdown” e-mail (VPCS)
- Conference Program Proposals Due
- Post tentative conference schedule on website (VPCS)

## **MAY**

### **Early**

- Newsletter articles due, including call for Executive Board and District Representative nominations
- SEE Training Track A & B (VPPD)
- Prepare and distribute information regarding “Call for Conference Registration Fee Waiver Applications.” (VPPD)

### **Mid-Month**

- Agenda items for Spring Conference Call due
- Filing Deadline for federal taxes (VPFS)
- “75 Days to Conference Countdown” e-mail (VPCS)
- Board meeting agenda items due
- Board meeting reports due from Executive Board and District Representatives

### **Late**

- Call for Executive Board and District Representative Nominations (Pres)
- Newsletter sent via e-mail and posted to website (VPMPR)
- Send out reminder e-mail about conference call (Pres)
- Board Meeting (conference call)
- Review and select conference site for conference to be held in 14 months
- Approved minutes from prior Board meeting posted to website (Pres-Elect)

## **JUNE**

### **Early**

- Final call for conference registration fee waiver applications (VPPD)
- Conference registration fee waiver applications due
- “50 Days to Conference Countdown” e-mail (VPCS)
- Prepare and distribute meeting minutes from the Board meeting within 30 days of the Board meeting (Pres-Elect)
- Prepare and distribute information regarding NEASEA Annual Recognition Award Nominations (VPPD)

### **Mid-Month**

- Reminder e-mail out about conference early bird and hotel rate deadline (VPCS)
- Review Conference Fee Waiver Applications and make recommendation to the NEASEA Board (VPPD)

### **Late**

- Conference registration fee waiver recipient(s) notified (VPPD)
- Cut-off date for early bird conference registration rate
- Send e-mail announcing final call for NEASEA Annual Recognition Award nominations (VPPD)

## **JULY**

### **Early**

- NEASEA Annual Recognition Award nominations due to VPPD
- Send out email reminding members of upcoming deadline to submit nominations for Executive Board and District Representatives (Pres)
- Nominations due
- Nominees contacted to see if they accept or decline (Pres)
- Request bios from members who accept nominations (Pres)
- Prepare slate to be presented at conference (Pres)
- Professional Recognition Committee completes the review of Annual Recognition Nominations.
- Develop promotional materials to be distributed at conference to announce next year’s conference site

### **Mid-Month**

- Prepare Board Report and send to the President for the Annual Business Meeting that occurs during the NEASEA conference
  - This report is more general in nature and acts a summary of your duties/accomplishments.

### **Late**

- Board meeting agenda items due
- Board meeting reports due from Executive Board and District Representatives

## **AUGUST**

### **Early**

- Confirm final slate (Pres)
- SEE Training Track A & B at conference site (VPPD)
- Board Meeting at conference site
- Approved minutes from prior Board meeting posted to website (Pres-Elect)
- Approved minutes from prior Annual meeting posted to website (Pres-Elect)
- Annual Conference
- Session evaluation results due (VPCS)
- Best of Conference Award winner notified; NSEA notified, as well (VPCS)

### **Mid-Month**

- Notification sent to the recognition award winners' institutions (VPMPR)
- Send out e-mail to members and to the NEASEA and NSEA listserv announcing the winners of the NEASEA recognition awards. (VPPD)
- Update the past award winners information on the web site. (VPPD)
- Notify NSEA of the Best of NEASEA recipient (VPFS)
- Send Best of NEASEA funding to recipient upon confirmation of their plans to attend and present at the NSEA Conference (VPFS)

### **Late**

- Activate election ballot and notify members (Pres)
- Complete annual review and update of membership brochure (VPMPR)

## **SEPTEMBER**

### **Early**

- Prepare and distribute meeting minutes from the Board meeting within 30 days of the Board meeting (Pres-Elect)
- Prepare and distribute meeting minutes from the Annual meeting within 30 days of the Annual meeting (Pres-Elect)

### **Late**

- Election ballot deadline
- New Executive Board members notified of election results and reminded of upcoming transitional board meeting (Pres)

## **OCTOBER**

### **Early**

- Newsletter Articles due
- SEE Training Track A & B(VPPD)

### **Mid-Month**

- NSEA Conference (In years when NEASEA co-hosts NSEA conference, all conference related dates on the operational calendar are adjusted accordingly.)
- NSEA President's Meeting prior to NSEA Conference (Pres, Pres-Elect)
- Board meeting agenda items due

- Board meeting reports due from Executive Board and District Representatives
- Send out reminder e-mail about conference call (Pres)
- Initial flyer to market upcoming conference finalized. (VPMPR/VPCS)

**Late**

- Board Meeting (conference call)
- Approved minutes from prior Board meeting posted to website (Pres-Elect)
- Newsletter sent via e-mail and posted to web (VPMPR)

**NOVEMBER**

**Early**

- Make final arrangements for transitional board meeting
- Executive Board and committee chairs notified of budget request process (VPFS)
- Review unfinished agenda items
- Send out request to board members for year-end summary for NEASEA annual report (Pres)
- Prepare and distribute meeting minutes from the Board meeting within 30 days of the Board meeting (Pres-Elect)
- Begin marketing Student Employment Recognition Activities (Pres)

**Mid-Month**

- Prepare and distribute information regarding NSEA SEE Train the Trainer Workshop. (VPPD)

**Late**

- Agenda items for transitional board meeting due
- Send out agenda for transitional board meeting (Pres)
- Prepare year-end summary for NSEA annual report (Pres)
- Board meeting agenda items due
- Board meeting reports due from Executive Board and District Representatives
- Budget Requests to Vice President for Financial Services
- Final call for SEE Trainer applications (VPPD)

**DECEMBER**

**Early**

- Transitional Board Meeting
  - Establish calendar for coming year
  - Approve budget for coming year
  - Set dates for next year's SEE training
  - Establish committees for the coming year
  - Select member(s) to attend NSEA SEE Train the Trainer Workshop.
- Approved minutes from prior Board meeting posted to website (Pres-Elect)
- Deadline to get all expense reports for current year to VP for Financial Services

**Mid-Month**

- Notify NSEA Training Coordinator of the NEASEA Region Train-the-Trainer Scholarship recipient, as well as any additional trainees NEASEA plans to send.

- Prepare and send a confirmation letter, memorandum of understanding, and travel expense reimbursement sheets for each workshop participant.

**Late**

- Fiscal Year Concludes
- Finalize NEASEA annual report and post to website (Pres)
- Finalize budget (Pres & VPFS)
- Prepare and distribute meeting minutes from the Board meeting within 30 days of the Board (Pres-Elect)

**MONTHLY TASKS**

- Review outstanding action items
- Confirm membership numbers (VPMS/VPFS)
- Review the constitution, Bylaws, and protocol manual
- Conference Call with District Reps (VPMS)
- Go through all pages on the web site and look for any incorrect/outdated information and update web site as necessary.
- Send SEE Training Brochures and email announcement to members and non-members about upcoming training sessions. (VPPD)
- 90-, 45-, 30-, and 15-day membership renewal reminders sent

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## **APPENDIX C**

### **NOMINATIONS SAMPLE COMMUNICATIONS**

#### **Single Board Nomination:**

Dear Pam:

I am pleased to inform you that you have been nominated for the position of **Vice President for Membership Services** on the NEASEA Executive Board. This position entails a one year commitment.

Detailed descriptions of this job may be found in the [Policies, Procedures and Protocol Manual](#) on our website.

I will be in contact with you prior to July 25<sup>th</sup> to discuss your nominations with you. If possible I would like to have your decision by July 27<sup>th</sup> so that we may present the slate of nominees at our 2007 Conference in Rochester, New York.

If you have any questions regarding your nominations please contact me at 617-353-2882.

Congratulations on your nomination.

Carol Gately, NEASEA President

#### **Multiple Board Nominations:**

Dear Beth:

I am pleased to inform you that you have been nominated for the position of Vice President for Membership Services on the NEASEA Executive Board. This position entails a two year commitment. You have also been nominated for the position of Vice President for Professional Development on the NEASEA Executive Board. This position entails a one year commitment.

Detailed descriptions of these jobs may be found in the Protocol Manual on our website.

I will be in contact with you prior to July 25<sup>th</sup> to discuss your nominations with you. If possible I would like to have your decision by July 27<sup>th</sup> so that we may present the slate of nominees at our 2007 Conference in Rochester, New York.

If you have any questions regarding your nominations please contact me at 617-353-2882.

Congratulations on your nominations.

Carol Gately, NEASEA President

## **Single Nomination District Representative**

Dear Teri,

I am pleased to inform you that you have been nominated for the position of Central District Representative for the years of 2008 and 2009. As a District Representative you are a liaison between your region and the board. The main responsibility of a District Representatives is to arrange and hold meetings for the members in your district. Districts Representatives should hold three meetings a year. Serving as a District Representative is a great way to gain experience if you are not sure if you want to be a board member but you are interested in helping out. District Representatives are a vital cog in NEASEA, without the work of the District Representatives NEASEA cannot grow.

A detailed description of this job may be found in the Protocol Manual on our website.

I will be in contact with you prior to July 25<sup>th</sup> to discuss your nominations with you. If possible I would like to have your decision by July 27<sup>th</sup> so that we may present the slate of nominees at our 2007 Conference in Rochester, New York.

If you have any questions regarding your nominations please contact me at 617-353-2882.

Congratulations on your nomination.

Carol Gately, NEASEA President

**APPENDIX D**  
**CONFERENCE SITE HISTORY**

#	Year	City	Site	Theme
1	1978	Princeton, NY		
2	1979	Boston, MA		
3	1980*	Madison, NJ		
4	1981	Castine, ME	Maine Maritime Academy	
5	1982	Syracuse, NY	Syracuse University	
6	1983	Sturbridge, MA	Sheraton	
7	1984*	Washington, DC		
8	1985	Smugglers Notch, VT	The Village	
9	1986	Cambridge, MA	Royal Sonesta Hotel	
10	1987	Rochester, NY	Omni	
11	1988*	Baltimore, MD		
12	1989	Portland, ME	Omni Hotel	
13	1990	Pittsburgh, PA	William Penn Hotel	Renaissance Theme
14	1991	Princeton, NJ	Nassau Inn	Diversity by Design
15	1992*	Nantucket, MA	Harbor House	Student Employment: A Whale of an Idea
16	1993	Washington D.C.	Sheraton Crystal City	Harnessing the Winds of Change
17	1994	Danvers, MA	Sheraton Tara Hotel and Conference Center	A Red Letter Conference
18	1995	White Plains, NY	Westchester Stouffer	Designs for the Future
19	1996*	Bethesda, MD	Hyatt Regency	Student Employees: A National Resource
20	1997	Philadelphia, PA	Warwick Plaza Hotel	Come Celebrate History
21	1998	Warwick, RI	Holiday Inn at the Crossings	Meeting at the Crossings
22	1999	Essex, VT	Inn at Essex	Rising to the Top Recognizing Student Employment On Campus and Beyond
23	2000*	Baltimore, MD	Sheraton Inner Harbor	Working in the Age of Change
24	2001	Portland, ME	Eastland Park Hotel	Student Employment Lighting the Way to Career Success
25	2002	Buffalo, NY	Hyatt Hotel	25 Years of NEASEA Past Present and Future
26	2003	Pittsburgh, PA	Omni William Penn Hotel	A Bridge to Success
27	2004*	Boston, MA	Hyatt Harborside Hotel	Revolutionizing Student Employment
28	2005	Washington, D.C.	Hilton Embassy Row Hotel	Capitalizing on our Strength
29	2006	Burlington, VT	Wyndham Hotel	On the Road to Success
30	2007	Rochester, NY	Crowne Plaza Hotel	The Learning Journey: Planting the Seeds for Tomorrow's Professionals

31	2008*	Philadelphia, PA	Sheraton Society Hill	Ringing in a New Era: Celebrating our Assets
32	2009	Providence, RI	Providence Marriott	Navigating the Tides of Change
33	2010	Annapolis, MD	Westin Annapolis	

\*Co-Host with NSEA

## **APPENDIX E**

### **CONFERENCE SITE SELECTION MATERIALS**

#### **Sample RFP**

April 4, 2008

Patricia Smurro  
Newport RI Convention & Visitors Bureau  
23 Americas Cup Avenue  
Newport, Rhode Island 02840

Dear Ms. Smurro:

In January 2008, I was pleased to accept the office of President-Elect of The Northeast Association of Student Employment Administrators (NEASEA), an association that I have been involved with and supported for many years throughout my career in Financial Aid. NEASEA is a nonprofit association of professionals involved with programs for students who work while attending college. NEASEA members, who are professionals from education institutions, business, industry, labor and government, hold an annual conference in late July/early August to network, exchange ideas, and participate in professional development to promote individual and organizational growth.

One of my duties as President-Elect is to chair the NEASEA Conference Committee. The Conference Committee is responsible for conference site selection, program planning, conference promotion and evaluation. There is a great deal of planning and preparation for the 2009 NEASEA Conference, and the immediate task at hand is soliciting and selecting the host city and conference facility. Therefore, I am seeking proposals from Convention & Visitor Bureaus and area conference facilities in a number of cities that have been targeted by the Conference Committee as potential host sites for the 2009 NEASEA Conference.

General information about the NEASEA organization and specific criteria to meet our conference needs are outlined in the following pages, and a Request for Proposals (RFP) form is enclosed. I invite Convention & Visitor Bureaus and conference facilities that are interested in hosting the 2009 NEASEA Conference to review the information and conference criteria, and work collaboratively to submit a proposal. The deadline for submission of the RFP and supporting materials is April 18, 2008.

The RFP form is reviewed by NEASEA's Board of Directors before the directors vote to award the conference. The information provided should be detailed enough that the form allows the directors to see that all of the association's needs will be met by the local convention and visitor's bureau and the host facility.

If you have any questions or concerns about the bid process, please don't hesitate to contact me.

Best regards,

Charles W. Puls, NEASEA President-Elect  
Associate Dean of Enrollment and Director of Financial Aid  
University of Rochester



## **ANNUAL BUSINESS CONFERENCE REQUEST FOR PROPOSALS (RFP)**

As you consider submitting a bid for a Northeast Association of Student Employment Administrators (NEASEA) business conference, please keep in mind the **critical nature of the bid being a cooperative effort between the local convention and visitors bureau and the lodging facility.**

### **ABOUT NEASEA**

NEASEA is a nonprofit association of professionals involved with programs for students who work while attending college. NEASEA members are professionals from education institutions, business, industry, labor and government who have an interest in the employment of students on a part-time or full-time basis and who support on-campus and off-campus student work programs including Community Service, Cooperative Education Programs, Internship and Summer Employment Programs. To this end, we support and promote student employment through the exchange of ideas, professional development and the promotion of student employment administrators and their programs.

The purpose of this organization is:

- To improve the services of those professionals who assist post-secondary students in securing part-time and summer employment by providing for the exchange of ideas and information relative to the administration of student employment services;
- To emphasize student employment as a factor in the development of effective and productive financial support for students in higher education;
- To promote student employment as an educational component in the student's post-secondary education;
- To inform members of trends and issues in employment on the state, regional and national levels, and to encourage and promote programs which provide an opportunity for development of the individual student through an employment experience;
- To facilitate communication between the educational institution and the student's employer.

Membership in the organization:

- Individual membership – for professionals from educational institutions, business, industry, labor and government
- Institutional membership – for educational institutions with three or more members
- Honorary Membership – for Past Presidents and others approved by Executive Committee in accordance with NEASEA Bylaws

Please visit [www.neasea.org](http://www.neasea.org) for further information about the organization.

## CONFERENCE INFORMATION AND SCHEDULE

Conferences are generally held the last week of July or the first week of August. Anticipated attendance for 2009 is between 60 and 65 individuals.

The annual conference officially begins on Sunday and ends Wednesday; however, the Board meets on the 2 days prior to the conference open, and members are offered the opportunity to attend a 2-day pre-conference workshop as well. The majority of attendees arrives at the conference location on Saturday or Sunday and leaves on Wednesday.

The fundamentals of each conference are standard and seldom vary from year to year. It is essential that bidders meet the basic requirements.

### **Dates of 2009 Conference:**

<b>Preferred Dates</b>	<b>Second Choice</b>
<b>August 6-12</b>	<b>July 30- August 5</b>

### **Host Cities Being Considered for 2009:**

- **Providence, RI**
- **Newport, RI**
- **Portsmouth, NH**
- **Manchester, NH**
- **Portland, ME**

### **Conference History:**

<b>2000 Sheraton Inner Harbor</b>	<b>Baltimore, MD</b>
<b>2001 Eastland Park Hotel</b>	<b>Portland, ME</b>
<b>2002 Hyatt Regency Hotel</b>	<b>Buffalo, NY</b>
<b>2003 Omni William Penn Hotel</b>	<b>Pittsburgh, PA</b>
<b>2004 Hyatt Harborside Hotel</b>	<b>Boston, MA</b>
<b>2005 Hilton Embassy Row Hotel</b>	<b>Washington, DC</b>
<b>2006 Windham Hotel</b>	<b>Burlington, VT</b>
<b>2007 Crowne Plaza</b>	<b>Rochester, NY</b>
<b>2008 Sheraton Society Hill</b>	<b>Philadelphia, PA</b>

**Projected Attendance:** 60-65

### **Day-by-Day Requirements of Lodging Facility**

<b>THURS</b>	<b>FRI</b>	<b>SAT</b>	<b>SUN</b>	<b>MON</b>	<b>TUE</b>	<b>WED</b>
<b>10</b>	<b>15</b>	<b>25</b>	<b>50</b>	<b>50</b>	<b>50</b>	<b>0</b>

**Decision Date:** July 1, 2008

**Decision Maker:** Charles W. Puls

### **General Schedule Overview**

#### **Thursday**

- Board members & SEE attendees arrive

**Friday**

- SEE Training (20 people)
- Board Meeting (10 people)

**Saturday**

- SEE Training (20 people)
- Board Meeting (10 people)
- Conference attendees start arriving

**Sunday**

- Registration begins at noon.
- Opening Session – Keynote Speaker
- President’s Reception\*

**Monday**

- Registration open all day
- Breakout sessions
- Group Luncheon
- Dinner on your own

**Tuesday**

- Breakout sessions
- Group Luncheon
- Awards ceremony/dinner\*

**Wednesday**

- Breakfast meeting/presentation
- Conference closes by noon

The above schedule is not set in stone. It is simply an overview of how the event is usually coordinated.

**Meeting Space Requirements:**

<b>Day</b>	<b># of Meeting Rooms</b>	<b>Set-up</b>	<b># of People</b>
Thursday	0		
Friday	1	Registration Area	
	1	Classroom Style	20-25
	1	Boardroom Style	10
Saturday	1	Registration Area	
	1	Classroom Style	20-25
	1	Boardroom Style	10
Sunday	1	Registration Area	
	1	Theater Style	60-65
	1	President’s Reception* Tables for light dining.	60-65

Monday	1	Registration Area	
	1	Theater Style	60-65
	3	Breakout Rooms Classroom Style	20-30/room
	1	Breakfast/Lunch Service	
Tuesday	1	Registration Area	
	1	Theater Style	60-65
	3	Breakout Rooms Classroom Style	20-30/room
	1	Breakfast/Lunch Service	
	1	Banquet Room*	
Wednesday	1	Breakfast/Meeting Style	45-50
If there is a charge to the organization for meeting rooms, please indicate the meeting room costs on your bid.			

\* Consideration of an off-site venue is a possibility.

### Food/Beverage Requirements:

Day	Meals	# of People
Thursday	None	---
Friday	Continental Breakfast	20-25
	Coffee/drink service	
	Lunch	25-30
Saturday	Continental Breakfast	25-30
	Coffee/drink service	
	Lunch	25-30
Sunday	Light Appetizer Evening Reception*	60-65
Monday	Continental Breakfast	60-65
	Coffee/drink service	
	Lunch	60-65
Tuesday	Continental Breakfast	60-65
	Coffee/drink service	
	Lunch	60-65
	Dinner*	60-65
Wednesday	Buffet breakfast	35-40
Bartender service for cash bar for the Sunday reception and Tuesday banquet required.*		

\* Consideration of an off-site venue is a possibility.

**NEASEA ANNUAL BUSINESS CONFERENCE BID FORM  
Lodging and Meeting Facility**

**General Requirements for a NEASEA Conference**

**I. Catering Package** - Bids must include a catering package. Bidders must state a willingness to work with NEASEA to devise menus to meet the group's needs. Generally acceptable meal price ranges (including tax and gratuity) are listed below. Please state proposed price ranges.

<b>Meal/Price Range</b>	<b>Prices</b>
<b>Breakfast: \$7-\$10</b>	
<b>Luncheons \$10-\$15</b>	
<b>Dinners \$15-\$25</b>	
<b>Social Gatherings with Cash Bar and Hors d'oeuvres</b>	
<b>Refreshment/snack breaks \$3-\$6</b>	

**II. Rooms** – Approximately 45-50 rooms per night are required for peak nights (Sun/Mon/Tues) of the NEASEA conference. Approximately 15-25 rooms per night for off-peak nights (Thurs/Fri/Sat). Refer to the Day-by-Day Requirements of Lodging Facility. Rates are to be the same for single or double occupancy, and in most cases, an acceptable range is \$95 - \$120 per night, plus taxes. Keep in mind that many members are employed by state colleges and universities which limit total allowable accommodation reimbursements to no more than \$130 per night.

<b>Room Rates / Types</b>	<b>2009</b>
<b>Proposed room rate / tax</b>	/
<b>Total rooms by type</b>	

- Does the facility have any pre-existing contracts that prevent it from offering at least 50 rooms?  Yes  No
- Will the facility also offer the conference rate for the two days before/after the conference for attendees wishing to extend their stay?  Yes  No
- Will the facility ensure that Internet room rates (either direct or through a broker) less than the proposed conference room rates are not published for the dates of this conference?  Yes  No
- If this guarantee isn't possible, NEASEA requires that the facility give NEASEA room block credit for any/all NEASEA members who may book rooms at lesser rates through the Internet or a third party. Agreed by facility?  Yes  No

**III. Room Contract** - A room contract must accompany the facility bid with stated room rates and lodging taxes. The contract must explain all charges and administrative requirements for lodging reservations. Include an explanation of facility responsibilities in the event of nonperformance (e.g., strikes, acts of God), including an explanation of the appropriate refund policy,

**IV. Complimentary Suite and Rooms**

**Suites** - Facility must provide one complimentary hospitality suite for the NEASEA Board meetings/impromptu meetings. The suite must have a minimum of two adjoining rooms (sleeping area and meeting area) and must be available for Thursday arrival through Wednesday departure. Does the facility agree to provide one complimentary suite, as described above?  Yes  No

**Rooms** - Bid must state number of comp room nights per number of rooms rented. A suggested number is one per 30 rooms rented. (This does not include the complimentary suite.)

\_\_\_\_\_ Comp room nights are available per \_\_\_\_\_ rooms rented per night.

**V. Evening Gatherings:** Is a common area available where a casual gathering of a large group of people (50+) can assemble and network?  Yes  No  
Typical areas include indoor or outdoor pool or lawn area, atrium or lounge with beverage service and casual seating. List the potential areas with capacity and seating arrangement:

\_\_\_\_\_

Is NEASEA permitted to use its own food/beverage/alcohol for an event held in this area?  Yes  No

**VI. Conference Amenities:** Audiovisual aids, storage, meeting and dining space, meeting/meal space set up and parking are to be complimentary. Does the facility agree to these terms?  Yes  No

If no, please explain: \_\_\_\_\_  
Please list all AV equipment available for complimentary use:

\_\_\_\_\_

Do you have an onsite AV technician?  Yes  No  
Is there a charge for his/her services?  Yes  No  
Please list available alternatives for garnering AV equipment:

\_\_\_\_\_

Do either UPS or FedEx pick up daily/regularly at your property?  Yes  No

**VII. Facility Facts** - Please answer the following questions about the proposed lodging facility:

Is the facility available for the first choice dates?  Yes  No  
Is the facility available for the second choice dates?  Yes  No  
Is there another conference scheduled for the same dates, or is there a likelihood of another conference being scheduled for the same dates?  Yes  No

If yes, what is the size of the conference? \_\_\_\_\_ How would it impact the NEASEA

\_\_\_\_\_

Please state the likelihood of other catered events (e.g. Weddings, catered banquets, etc.) being scheduled during the NEASEA conference and what the impact would be on the NEASEA event?

\_\_\_\_\_

Is the facility a motel or hotel? \_\_\_\_\_ Number of floors: \_\_\_\_\_  
On which floor(s) is storage space available? \_\_\_\_\_ Please indicate on the facility map.  
On which floor(s) is registration space available? \_\_\_\_\_ Please indicate on the facility map.

On which floor(s) is meeting space available? \_\_\_\_\_ Please indicate on the facility map.  
 On which floor(s) is dining space available? \_\_\_\_\_ Please indicate on the facility map.  
 Does the facility have elevators? \_\_\_\_\_ If so, how many? \_\_\_\_\_  
 Does the facility have rooms for the disabled? \_\_\_\_\_ On which floor(s)? \_\_\_\_\_  
 Are handicap-accessible restrooms located near meeting and dining rooms? \_\_\_\_\_  
 Is a business center with computer/printer/Internet access available to registered hotel guests?  Yes  No  
 Is the use of the business center free to guests?  Yes  No  
 If a charge applies, list cost. \_\_\_\_\_  
 List on-site dining and lounge facilities:

\_\_\_\_\_

Is ample on-site parking available for conference attendees?  Yes  No  
 If a charge applies, list cost. \_\_\_\_\_  
 Do you offer valet parking?  Yes  No  
 If a charge applies, list cost. \_\_\_\_\_

**Check-out:**

What time is check-out? \_\_\_\_\_  
 Can late check-out be arranged on the final day of the conference?  Yes  No  
 If yes, what time will check-out be extended to? \_\_\_\_\_

**Luggage Storage** – Is there a secured area available for participants to temporarily check their luggage until the conference concludes if a late check out is not offered?  Yes  No

**Billing** – NEASEA will be responsible for food/beverages outlined in our requirements, and charges for meeting rooms, if applicable. Members will be responsible for settling their own accounts for their accommodations, room service, and other related room charges.

**Facility amenities:** Pool  Spa/Salon  Fitness Room  Game Room  Wi-Fi Hot Spot  Other, list: \_\_\_\_\_

**In-room amenities:** High-speed Internet access:  Yes  No  
 If an internet access charge applies, list cost. \_\_\_\_\_  
 Hair dryers  Yes  No Coffee service  Yes  No  
 Refrigerator  Yes  No Mini Bar  Yes  No  
 Room service hours \_\_\_\_\_

**VIII. Transportation** - Please answer the following questions regarding the location of the nearest airport and/or train terminal:

What is the nearest location that services your area with major air carriers?

\_\_\_\_\_

List the air carriers?

\_\_\_\_\_

Number of flights into and out of the city daily: \_\_\_\_\_  
 Are there other airports close by?  Yes  No  
 Are rental cars available at the nearest terminal?  Yes  No If so, please list names of car rental companies. \_\_\_\_\_  
 Is a free shuttle available to and from the airport to the host facility?  Yes  No  
 If a charge applies, list cost? \_\_\_\_\_

If no shuttle is available, does the CVB/Facility agree to provide transportation on the two busiest arrival and departure days, Saturday and Wednesday?  Yes  No

Is there a train terminal nearby?  Yes  No

How far is it from the host site? \_\_\_\_\_

Number of trains into and out of the city daily: \_\_\_\_\_

Is a free shuttle available to and from the train terminal to the host facility?  Yes  No

If a charge applies, list cost? \_\_\_\_\_

**IX. Area Attractions/Points of Interest:** Please list area attractions/points of interest that might provide opportunities for formal or informal off-site activities for the group (ex. Sporting events, dinner cruises, and culinary/wine centers).

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Feel free to include itineraries, brochures or information about hours of operation, schedules (tours & sporting events), admission prices, etc.

**X. Area Restaurants:** Since one evening includes dinner on their own, please indicate restaurants that are within easy walking distance (less than one mile) of the hotel.

<u>Restaurant Name</u>	<u>Address</u>	<u>Type of Cuisine</u>	<u>Reservations Y/N</u>	<u>Phone</u>
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**BIDDING FACILITY STATEMENT**

I understand that statements in this bid are subject to inspection by a NEASEA representative. I agree, if this area is selected as a conference finalist, representatives will provide a complete facility tour including complimentary overnight accommodations for two NEASEA designees to visit in May 2008. I acknowledge that NEASEA has no obligation to this area or its facility bidders until such time that NEASEA’s Board of Director votes to accept the bid and a room contract is negotiated and signed by all parties. Authority for area and facility selection is the responsibility of the NEASEA Board of Directors. Statements by individuals, oral or written, have no basis in authority. Once approved by NEASEA’s Board of Directors, this bid will supersede all other contracts.

Bidding Facility (*please print*): \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip : \_\_\_\_\_

Name and Title (*Please print*) \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone

**BIDDING CONVENTION & VISITOR BUREAU STATEMENT**

I understand that statements in this bid are subject to inspection by a NEASEA representative. I agree, if this area is selected as a conference finalist, representatives will provide a tour of the local area for two NEASEA designees in May 2008. I acknowledge that NEASEA has no obligation to this area or its facility bidders until such time that NEASEA's Board of Director votes to accept the bid and a room contract is negotiated and signed by all parties. Authority for area and facility selection is the responsibility of the NEASEA Board of Directors. Statements by individuals, oral or written, have no basis in authority. Once approved by NEASEA's Board of Directors, this bid will supersede all other contracts.

Bidding Convention & Visitor Bureau (*please print*): \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip : \_\_\_\_\_

Name and Title (*Please print*) \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone

## **Bid Package Checklist**

**The deadline for returning signed bids to compete for the 2009 conference is April 18, 2008.**

As mentioned in the front of this form, support and cooperation from local and regional agencies is crucial to hosting a successful NEASEA conference. Letters of support from such groups should be included in your bid package. Here is a list of other items to consider when completing your packet:

- Brochures about the host area (including special attractions and area restaurants)*
- Proposed room contract from the host facility*
- Diagram of host facility including dimension of storage, dining, hospitality, registration and break/snack areas. Also include dimensions of meeting space, complimentary hospitality suite that will accommodate Board meetings, etc.*
- Host facility catering menu and pricing*
- List of contacts for host facility and host area bureau*
- Two (2) copies of the completed and signed bid form*

### **Send the RFP/bid package to:**

Charles W. Puls, NEASEA President-Elect  
Financial Aid Office  
University of Rochester  
PO Box 270261  
Rochester, NY 14627-0261  
(585) 275-3228  
(585) 756-7664 fax  
[charles.puls@rochester.edu](mailto:charles.puls@rochester.edu)

## **Sample Site Selection Report**

Requests for Proposals for the 2009 Annual NEASEA Conference were sent to Chambers of Commerce in Manchester, NH, Newport, RI, Portland, ME, Portsmouth, NH, and Providence, RI.

No responses were received from either Manchester or Portsmouth, NH. The responses received from Newport were far beyond our price range (over \$300/night). Only one response was received from Portland, ME, though another response was received from a resort an hour and a half outside the city. (A third response was received after site visits had already occurred.)

The response from the Providence hotels and the Chamber of Commerce was the most enthusiastic. Several hotels were already booked for our first choice (and often second choice) weekends, thus narrowing the pool to three hotels who could meet our calendar needs: Providence Biltmore, Providence Hilton, and Providence Marriott.

The Providence Chamber of Commerce scheduled site visits for May 9<sup>th</sup>, with a tour of the city the evening before. Throughout my time in the city, the Chamber of Commerce representative went out of her way to provide information about the city, suggest opportunities for off-site activities, and basically did everything possible to ensure that my stay was incredibly productive. Providence was the only city whose Chamber of Commerce went out of their way to recruit our conference, and I feel confident that they would go out of their way to help us plan our conference.

All three locations offered similar financial situations: room rates of \$169/night and meeting room charges of roughly \$2,000. The additional charges and the amenities offered, however, varied significantly. All of the Providence hotels have undergone extensive renovations over the past few years, so all are in excellent condition.

I spent the night in the Biltmore and the Hilton, ate in all three locations, and met with the sales staff at each location. Based on this experience, I am including the information for the Hilton only as a reference. I do not recommend that we pursue the Hilton. The sales staff seemed uninterested in working with us, the rooms were noisy, the customer service during my stay was mostly sub-standard, and the restaurant, while impressive to look at, was not impressive to eat in.

The Biltmore and the Marriott would both offer excellent locations to host our conference. While the Biltmore would offer a lovely and unique conference experience, it would also be an expensive one for attendees. With the added cost for double room for those sharing, as well as the added parking costs, rooms could end up totaling over \$225 plus tax.

The Marriott, while not as elegant as the Biltmore, is an excellent facility. The space would house NEAESA very nicely. The amenities (pool, fitness center, and restaurant) were all superior. And the customer service that I witnessed was excellent. My recommendation is that we hold our June conference at the Marriott, so that we can experience the hotel first-hand, since it is the only one I was not able to stay in during my site visit.

### Sample Hotel Matrix

	<b>Marriott</b>	<b>Biltmore</b>	<b>Hilton</b>
<b>Rooms</b>	\$169/night	\$169/night \$199/double	\$169/night
<b>Internet</b>	Wi-Fi Hot Spot-lobby. \$10/night in room	Free wireless throughout	Wi-Fi Hot Spot-lobby. \$10/night in room
<b>Parking</b>	Free	\$24/night	\$24/night
<b>Suites</b>	Suitable for Board meeting	More like a living room	No suites
<b>Check-out</b>	Noon	Noon	11am
<b>Room Comps</b>	1 for every 40 nights	1 for every 50 nights	1 for every 50 nights
<b>Meeting Rooms</b>	\$1800, all located in one central area on main level	\$2000, located on the 2 <sup>nd</sup> , 17 <sup>th</sup> , and 18 <sup>th</sup> floors (all with natural light)	Vague answer, all located on the second floor
<b>Food &amp; Beverage Minimum</b>	Still reviewing, but seems to be similar to Biltmore	\$12,000 initial, then dropped to \$8,000	\$12,000
<b>Location</b>	Up a hill roughly a mile walk from Center City, with a trolley that stops in front of the hotel every 15 minutes that takes you to the main areas of the city	Center City	Center City
<b>Pool/Fitness</b>	Huge indoor/outdoor pool, excellent fitness center, both on main level	No pool. Nice fitness center on 3 <sup>rd</sup> floor	Tiny pool and fitness center in basement.
<b>Evening Gatherings</b>	Currently building a beautiful outdoor deck on the main level suitable for reception	Third floor has a beautiful outdoor deck suitable for reception	They suggested we could hold a reception in the hallway outside the meeting rooms
<b>Business Center</b>	Fee based. Complimentary printing of boarding passes	Fee based. Complimentary printing of boarding passes	Fee based.
<b>A/V</b>	In house service (potentially more room for negotiation)	Contracted services	Contracted services

## **Sample RFP Response**

May 28, 2008

Kathleen Torgovec, Sales Manager  
Hyatt Regency Newport Hotel & Spa  
1 Goat Island  
Newport, RI 02840

Dear Kathleen:

I am writing to thank you for responding to the Request for Proposals (RFP) for the 2009 NEASEA Conference. As you know, the NEASEA Executive Committee had designated five potential host cities for consideration – Portland, ME; Manchester, NH; Portsmouth, NH; Newport, RI and Providence, RI. Convention & Visitor Bureaus and conference facilities were invited to respond to the RFP, and a total of 11 proposals were received representing 3 of the targeted host cities. Each proposal was carefully reviewed and evaluated based upon the specific criteria outlined in the RFP to see that all of the association's needs will be met by the local convention and visitor's bureau and the responding host facilities under consideration. The host city selected based on that review is Providence, RI. The NEASEA Board of Directors will convene in Providence in June to finalize the selection and agreement with the host convention facility.

Please feel free to contact me with any questions you may have. I hope that you will be able to extend your hospitality to the NEASEA organization as the host of a future convention.

Best regards,

Charles W. Puls, NEASEA President-Elect  
Associate Dean of Enrollment and Director of Financial Aid  
University of Rochester

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## **APPENDIX F**

### **CONFERENCE PLANNING TIMELINE**

The following timeline provides general guidance in the planning of the annual NEASEA conference. Several other organizations also have on-line materials available that may provide additional ideas for conference planning. These include:

- <http://iallt.org/conference-planning>
- <http://www.nacada.ksu.edu/RConf/index.htm>

#### **November/December**

- Get copies of the following documents and read over the documents carefully:
  - Hotel Contract
  - Hotel Menu(s)
  - Hotel Meeting Package Options (if applicable)
- Begin identifying some potential Keynote Speakers and Session topics.
  - Review Conference Programs/information from other organizations:
    - NSEA, AACRAO
    - Financial aid organizations (NASFAA, EASFAA, MASFAA, etc.)
    - Human Resources organizations (SHRM, etc.)
    - Career Services organizations (NACE, NSEE, etc.)
  - Review requested topics from last year's conference evaluations.
    - If specific topics are listed (i.e. Millennial), do some searches using Google. Try a variety of search strings and you may come across a person to contact, a presentation that lists a person to contact, etc.
      - Examples of searches: Millennial Presentation, Millennial and Conference, Millennial and PowerPoint, etc. BE CREATIVE!
  - Ask members of NEASEA, members of the Board, etc.
- Prepare a Generic Conference Schedule based on previous years.
  - This will show you how many breakout sessions you will need, general sessions, meals, etc. (See Sample Conference Planning Materials: Appendix A)

#### **January**

- Contact individuals via email or phone that you have identified as potential speakers. (See Sample Conference Planning Materials: Appendix B)
- As speakers confirm, post their session information, biographical information and photo (if available) on the NEASEA web site. (See Sample Conference Planning Materials: Appendix C)
- Begin putting together an initial version of a conference brochure.
- Start assembling marketing mailing lists, with input from Board, District Reps, etc.
  - Individual names should be entered into MemberClicks as Basic Contacts.
  - A list should be created of listservs that will be used in marketing (and members who can post to those listservs, if the Conference Chair is not a member)
- Review Conference Planning Budget in detail with NEASEA Treasurer.
  - Review Hotel Menus to estimate meal costs.
  - Determine if budget will allow for off-site local President's Reception and/or conference activities.
    - Speak with President about what thoughts he/she has for the President's Reception.
    - Begin identifying potential locations and preparing budget estimates for conference activities.

- Decide what you will give Session Presenters as a Thank You gift.
  - Begin exploring where you can get the item and pricing the item.
    - Thank you gifts should be approximately \$10/pp
    - 17-18 gifts should be ordered.
- Decide what will be the Conference Attendee Gift
  - Begin exploring where you can get the item and pricing the item.
  - Explore potential sponsors who might donate this item
    - Thank you gifts should be approximately \$3/pp
    - 60-65 gifts should be ordered.

## **February**

- February 1<sup>st</sup>-Save the Dates-1<sup>st</sup> Conference Promo should be emailed to members and to NEASEA and NSEA listserv. (See Sample Conference Planning Materials: Appendix D)
- Finish collecting marketing contacts from Board members, District Reps, etc.
  - Make sure all Basic Contacts are entered into MemberClicks
  - Make sure there is a NEASEA member who can post to each of the listservs
  - Finalize layout in MemberClicks for mailing labels for brochure.
- Collect edits from Board members of conference brochure.
  - Get prices for Brochure printing and mailing.
- Sent out 1<sup>st</sup> Call for programs email with form (See Sample Conference Planning Materials: Appendix E)
- Prepare a Program Acceptance Confirmation to be sent after the Program Deadline has passed and programs are reviewed and accepted. (See Sample Conference Planning Materials: Appendix F) (NOTE: typically we receive enough program submissions to fill the schedule but we don't get to be choosy. Generally, if a program is submitted, it will be accepted)
- Update Sponsor Letter and Sponsor Agreement Form for current year. (See Sample Conference Planning Materials: Appendix G)
- Prepare a List of Potential Sponsors
- Send Signed Contracts and Deposits to off site venues for Special Events.

## **March**

- Finalize brochure and send to printer. (typically 500 copies are ordered)
- Prepare brochure with mailing labels.
- Send out Sponsor Request Letters to all potential sponsors
- Prepare Conference Registration Confirmation. The Confirmation should include the following information: (See Sample Conference Planning Materials: Appendix H)
  - Registration Details
  - Getting to the City (travel info)
  - Getting to the Hotel (travel info)
  - Items to bring
- Prepare Registration Confirmation email to be sent with attached confirmation letter. (See Sample Conference Planning Materials: Appendix I)
- Prepare a Conference Invoice that can be used upon request (Pratt usually requests that we send an actual invoice) (See Sample Conference Planning Materials: Appendix J)

## **April**

- Mail the conference brochures no later than April 15<sup>th</sup>.
- April 1<sup>st</sup>- Send out 1<sup>st</sup> mass email with Conference Brochure Attached (See Sample Conference Planning Materials: Appendix K)

- All Members, Past Members, and Basic Contacts in MemberClicks
- NEASEA and NSEA listserv
- All other identified marketing listservs
- Send out Conference Registration Confirmations as people register (See Sample Conference Planning Materials: Appendix H and I)
- Begin weekly communication with Vice President for Financial Services to ensure coordination of accurate count of conference attendance.
- April 26<sup>th</sup>- Send out 2<sup>nd</sup> mass email with Conference Brochure Attached (See Sample Conference Planning Materials: Appendix K)
- Begin to solicit Program Moderators and a Moderator Chair
  - Use list of volunteers and start contacting people.
  - Use emails for contact and describe duties associated with being a Moderator or Moderator Chair. (See Sample Conference Planning Materials: Appendix L)
- Send out Program Acceptance Confirmation (See Sample Conference Planning Materials: Appendix F)
- Maintain and update Meal Counts/Exchanges spreadsheet weekly or as often as needed.
  - Base the meal counts on 10% less for buffets and 5% less for sit down meals than you have listed as confirmed (i.e. if you expect 58 people for a breakfast buffet on Monday, request breakfast buffet for 52 people; if you expect 60 for sit down lunch on Tuesday, request lunch for 57 people)

## May

- Continue sending out Conference Registration Confirmations as people register (See Sample Conference Planning Materials: Appendix H and I)
- Third week of May- Send out specific invite to Prior Year Conference Attendees who have not yet registered for current year conference. (See Sample Conference Planning Materials: Appendix M)
- Fourth week of May- Send out Early Bird Approaching email with Conference Brochure Attached. (See Sample Conference Planning Materials: Appendix N)
- Send out 2<sup>nd</sup> Call for programs email with form (See Sample Conference Planning Materials: Appendix E)
- Prepare Certificates of Appreciation for Session Presenters. (See Sample Conference Planning Materials: Appendix O)
  - Order Certificates and Certificate Jackets for Session Presenters
  - Recommend using PaperDirect.com.
- Prepare Welcome Letter for Conference Binder (See Sample Conference Planning Materials: Appendix P)
- Begin regular communication with contact person at hotel. (See Sample Conference Planning Materials: Appendix Q)
  - Send preliminary menu selections to contact person
    - Request cost estimate based on menu selections (even though you have the prices on the menu, inevitably you forget about the extras and the cost estimate will remind you of those items)
  - Request copy of hotel floor plan and confirm Meeting Room Reservations for each day.
  - Get pricing for specific A/V needs (i.e. Podium and Microphone)
  - Ask for several vegetarian selections they would recommend and select the option you feel would work best.
  - Send room reservations for Board Members/SEE trainers, etc. to hotel coordinator (See Sample Conference Planning Materials: Appendix R)

- Prepare Session Evaluation Spreadsheet for Planned Conference Sessions.
- Prepare Session Evaluation Forms (See Sample Conference Planning Materials: Appendix S1)
- Prepare Conference Evaluation Forms (See Sample Conference Planning Materials: Appendix S2)

## **June**

- Continue sending out Conference Registration Confirmations as people register (See Sample Conference Planning Materials: Appendix H and I)
- Research and prepare information about the local area around the conference site, such as restaurants, cultural activities, entertainment, etc. (See Sample Conference Planning Materials: Appendix T)
- 10 days prior to hotel reservation deadline: Send out email reminder to all registered attendees to make hotel reservation (See Sample Conference Planning Materials: Appendix U)
- June 10<sup>th</sup>-Send out 2<sup>nd</sup> Early Bird Approaching email with Conference Brochure Attached. (See Sample Conference Planning Materials: Appendix N)
- 3 days prior to hotel reservation deadline, get a list of Reserved Rooms from the hotel.
  - Cross reference Hotel Room Reservations against the registered Attendee List.
  - Contact each person who does not have a room reserved and remind them via email and phone to make a reservation or to contact you with questions.
  - Request for additional rooms to be added to the room block if necessary.
  - Reserve 2-3 extra rooms under NEASEA for last minute registrants, people who forgot, etc. As an extra room is needed change the reservation from NEASEA to a specific person. NOTE: Make sure to cancel the rooms if they are not used.

## **July**

- Continue sending out Conference Registration Confirmations as people register (See Sample Conference Planning Materials: Appendix H and I)
- Send out Final Program Session Confirmation (See Sample Conference Planning Materials: Appendix V)
- Second week of July-Send out “Last Call” Announcements for any Optional Activity Signups (i.e. Red Wings Baseball Tickets) (See Sample Conference Planning Materials: Appendix W)
- Second week of July send out “Optional Activity” Balance Due notice. (See Sample Conference Planning Materials: Appendix X)
- Mid July: Confirm all off site activity orders/menus/arrangements and get final invoice(s).
- Send out final Conference Registration Confirmation 7-10 days prior to conference (See Sample Conference Planning Materials: Appendix Y)
- Prepare Registration Procedure document for people handling registration at the conference. (See Sample Conference Planning Materials: Appendix Z)
- Prepare Housekeeping Items /Conference Updates to present at Opening Session and 1<sup>st</sup> General Session (See Sample Conference Planning Materials: Appendix AA)
- Two (2) days prior to leaving for Conference: prepare name badges
- Finalize and print Binder information, including Attendee Directory, Binder Tabs, Volunteer Form, Speaker Bios, Local Information, etc.) (See Sample Conference Planning Materials: Appendix BB and CC)
- Begin to prepare/stuff binders

## **August**

- Send thank you emails and Session ratings to Conference Presenters (See Sample Conference Planning Materials: Appendix DD)
- Within 3 days of conference end: send thank you emails to all conference attendees (See Sample Conference Planning Materials: Appendix EE)
- Within two weeks of conference end: send email to all attendees with link to Conference photo gallery
- Within 2 weeks after conference end: send message to NEASEA and NSEA listserv regarding successful NEASEA Conference (See Sample Conference Planning Materials: Appendix FF)
- Send spreadsheet of all session evaluations and overall conference evaluations to NEASEA Exec Board for review.

## **Things that will need purchased for Conference:**

1. 1/2" Binders for Conference Attendees (65)
2. 8-tab binder dividers (65 sets)
3. Snacks for welcome bags
4. Bottles of water for welcome bags
5. Conference Attendee welcome gift (65)
6. Presenter Gifts (17-19)
7. Moderator Gifts (10-12)
8. Gift Bags and ribbon for gifts (35 gift bags and 2 rolls of curling ribbon)
9. Ribbons for Nametags
10. Presenter Certificates and Certificate Jackets (20 of each)
11. Name badges and name badge holders (neck hanging style)
12. Post-it Easel Pads (2) and Markers

## **Things that will need prepared for Binders:**

Most of the documents can be created early. The earlier the better, the closer you get to the conference the more hectic things become.

1. Print Binder tabs
2. Welcome Letter
3. General Conference Schedule
4. Master Conference Schedule
5. Speaker Bios
6. Local Restaurant/City Information/Maps
7. Attendee Directory
8. Business Meeting Agenda
9. Business Meeting Minutes from previous conference year
10. Business Meeting Board Reports
11. Sponsor Advertisements
12. Evaluations for sessions and overall conference
13. Flier for next year's conference

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**APPENDIX G**  
**SAMPLE CORRESPONDENCE TO DISTRICT CONSTITUENTS**

**Example of a District Meeting Invitation**



NEASEA South District Meeting  
Registration

Please print and FAX to: Heather Ball at 202-885-1861

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Department: \_\_\_\_\_  
Institution: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_

<u>Description</u>	<u>Cost</u>	<u>Check all that apply</u>
District Meeting 12/1/06:	\$25.00	<input type="checkbox"/>
2007 Membership:	\$50.00	<input type="checkbox"/>
Total:	\$ ____	

Please have payment made out to NEASEA and mailed to: Heather Ball, American University Career Center, 4400 Massachusetts Avenue NW, Washington, DC 20016-8011.

Questions? Please contact Heather Ball, *heather@american.edu*, 202-885-1807, FAX 202-885-1861

**Example of Initial E-Mail to a District Meeting**

TO: [East District Members]  
FROM: Doreen DelMonaco, East District Representative  
SUBJECT: East District Meeting (November)

The next meeting will be held at Stonehill College, Easton, MA. One of the topics of

discussion will be how to manage the minimum wage increase in Massachusetts which will take effect January 1, 2007.

In order to accommodate as many attendees as possible, please complete the attached Response Form (*see next page for form*) and return to me by August 28<sup>th</sup>.

Thank you.

Doreen DelMonaco  
Assistant Director of Student Aid  
Stonehill College

**Example of Response Form for a District Meeting**

**EAST DISTRICT MEETING  
NOVEMBER (10:30 TO 2:30)  
STONEHILL COLLEGE, EASTON, MA**

**RSVP: BY AUGUST, 25<sup>TH</sup>**

**NAME:** \_\_\_\_\_

**SCHOOL:** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

**TELEPHONE NUMBER:** \_\_\_\_\_

**DATE OF PREFERENCE: NOVEMBER 9<sup>TH</sup> \_\_\_\_\_  
NOVEMBER 10<sup>TH</sup> \_\_\_\_\_**

**THREE TOPICS I WOULD LIKE TO LEARN MORE ABOUT:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Example of a District Meeting Reminder**

TO: [East District Members]  
FROM: Doreen DelMonaco, East District Representative  
SUBJECT: NEASEA East District Meeting

**\*\*FRIENDLY REMINDER\*\***

**EAST DISTRICT MEETING**

**NOVEMBER 10, 2006**

**10:30 TO 2:30  
IRISH STUDIES LIBRARY  
DONAHUE HALL  
STONEHILL COLLEGE  
EASTON, MA**

*There is still time to sign up by completing the attached response form.*

Attached is a list of scheduled attendees. If your name is listed, and you are not able to come, please let me know. If your name is not listed, and you would like to attend this informative meeting, complete the attached response form and return it to me by October 26<sup>th</sup>. Directions and parking instructions will be mailed to all attendees at a later date.

Please take a minute to review the “topics for discussion” (also attached). Is anyone interested in leading the discussion on how their school handles any of the topics?

As always the meeting will have an informal format.

Pizza and salad will be delivered for lunch. The cost should be between \$7.00 and \$10.00 per person. Stonehill will provide a continental breakfast.

Doreen DelMonaco  
Assistant Director of Student Aid  
Stonehill College

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## **APPENDIX H**

### **OVERVIEW OF PRESIDENT'S ROLE**

The following summary offers an opportunity for NEASEA Presidents to provide insight into the role of President, both to assist the current President and President-Elect, as well as to provide members with an overview of the role to encourage them to see office. NEASEA Presidents are encouraged to add to this summary based on their experiences.

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The main job of the President is to ensure that NEASEA keeps moving forward. The President sets the agenda for the year and keeps the board moving in that direction. When the board members are motivated and committed, the President's job is easy because the work is getting done in the manner it is supposed. Ultimately, it is the President's role to ensure that all of the member benefits that have been promised are delivered.

The hardest part of being President is putting aside personal preferences and making the decision that is best for the organization, not necessarily the decision that is best for you or what you want personally. As President, when making decisions, you must always think of what is best for NEASEA as a whole and for the long-term.

The President chairs and arranges all board meetings held within the year. The key to chairing the meeting is to make sure every one who wants to be heard is heard and to be sure that the board doesn't digress too much.

#### **Board Reports**

Board reports are the responsibility of each board member. All board reports should be submitted to the President a week ahead of each board meeting, so the President can disseminate them for the upcoming meeting. Each board member should e-mail their reports to the President-Elect, as well, to assist with the compilation of the minutes. The President should distribute copies of the Board reports, as well as the Board Meeting Agenda, to all Board members prior to the Board Meeting, so that Board Members can review them in advance.

#### **Board Meetings**

There are typically three in-person Board meetings a year:

- March
- July/August, attached to the annual conference
- Transitional Board meeting in December
- In-person Board meetings typically include just the Executive Board
- In-person Board meetings are typically three days: starting after lunch the first day, going all day the second day, and wrapping up by lunch the third day.

There are typically three, two-hour conference call Board meetings a year:

- January, May, and October
- Conference call Board meetings include the Executive Board for the entire call. Invitations can also be extended to include the District Representatives and/or NSEA Board members from the NEASEA region to join part or all of the call.
- Additional conference calls can easily be scheduled to help ensure that all of the association's activities are being accomplished.
- NEASEA has a contract with C3 Conferencing that requires no advance reservations.

The schedule for the next year's Board meeting should be established at the transitional Board meeting.

Making the arrangements for a Board meeting is similar to planning for the conference, but on a much smaller scale. You should book a meeting room and hotel rooms for all people attending the board meeting. In some cases, getting a suite may be cheaper than a meeting room; if the suite has a large enough table to accommodate the meeting. Try to identify hotels that offer extras that may reduce costs to NEASEA (i.e. free breakfast.) In some cases booking a hotel such as the Embassy Suites that offers free breakfast may have a slightly higher room rate, but will ultimately be more cost effective.

The location of the Board meetings is ultimately up to the President. Factors to consider when choosing a site are the locations of the individual Board members, the cost of transportation to the chosen city, hotel costs, any additional costs like taxis etc.

Ideally, the Transitional Board meeting is held at the upcoming conference site, giving the Board a chance to see the meeting site and to test the service being provided by the conference site.

Encourage all board members to make their travel arrangements no later than three weeks ahead of time. This will hopefully keep the travel costs down, particularly when airfare is involved. Do not be afraid to haunt them. Remind board members that they can be reimbursed for costs ahead of the meeting or they can have the Vice President for Financial Services make their arrangements using the credit card.

The second face-to-face Board meeting each year is held ahead of the conference (except in the years when NEASEA co-hosts the national conference). Board members should plan to be at the conference site on the Friday afternoon to begin meeting (ideally around lunchtime). The meeting rooms should already have been reserved as part of the conference contract. Work with the Vice President for Conference Services to make the hotel room arrangements. In years when NEASEA co-hosts the national conference the summer board meeting is held at a site determined by the President.

### **NEASEA Calendar**

Ideally, the calendar for the year can be established at the Transitional Board meeting. This is the calendar that appears on the website, and includes things like SEE Training, conference dates, Board meetings, Student Employment Recognition activities, Member Recognition Award activities, Conference Fee Waiver Application deadlines, etc. When NEASEA co-hosts the annual conference with NSEA, the calendar is significantly altered, since the conference is held later in the year. Otherwise it is simply a matter of making sure the dates are appropriate for the year (i.e. no deadlines on weekends). The calendar of events should be posted to the website in the beginning of January.

### **NEASEA Executive Board Calendar**

This tool can guide the Board to make sure that things are on track. Establish a suggested calendar at the Transitional Board meeting. While not every deadline may get met, having the calendar gives you a road map. It also will help you make sure the board members are accountable for their responsibilities.

### **NSEA President's Meeting**

This meeting is now held in conjunction with the NSEA annual conference. It usually starts with a "Get to Know You" dinner with the NSEA President and the other regional Presidents the night

before the actual meeting. The regional Presidents meet with the NSEA President to discuss what is happening in their regions and how NSEA can help the regions, and it is a time to share ideas. It is an excellent opportunity to build on the collaboration and partnerships that can help all of the regions reach a greater level of success. Before the meeting, gather input from the Board on what issues are most important to the association. This can be a topic for the first conference call of the year. Be an advocate for NEASEA at the meeting. This is a time to discuss issues with SEE training, Student Employment Recognition activities, collaborative conferences, etc. There will also be two conference calls through out the year.

### **Finances**

The President works with the Vice President for Financial Services to be sure that money is being spent wisely and in keeping with the Bylaws. The President may have access to a debit card for the bank account, if s/he so chooses. This can be used to make NEASEA related purchases. The Vice President for Financial Services needs to be informed ahead of time when you are planning to use the card, so that the Vice President for Financial Services can be sure that there are sufficient funds to cover the purchase. The debit card has a \$500 limit per day. All purchases with the card require the completion of an Expense Report with accompanying documentation. The President will also have access to the on line codes to view the bank accounts. The President should periodically monitor the accounts.

### **Newsletter**

The president will write the front page article for each newsletter typically called "From the President's Desk". The president should also review every newsletter before it is distributed. (If the President is not good at proofreading, the President should include another member in the process of reviewing the Newsletter, but, regardless, the President should always read it before it is distributed) This is the representative publication of our organization, so it is important that it looks good.

### **District Meetings**

Attend your own district meetings, and try to ensure that a board member is present at all district meetings. If possible, travel to at least one district meeting outside your district to gain a perspective on what is happening throughout the organization. Travel for this can be taken out of the District Meeting budget line.

### **NSEA Annual Report**

The President submits to the NSEA President an annual synopsis for the NSEA annual report. It provides a brief update on the conference, membership numbers, SEE and SEOTY information. Also included should be a list of officers for the year. It is usually due to the NSEA President around the first week of December. The NSEA President will notify you of the deadline.

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## APPENDIX I NEASEA GENERAL EXPENSE REIMBURSEMENT FORM

Please print or type all information. Attach this report to any receipts being submitted for reimbursement.

Name: \_\_\_\_\_

Check should be made payable to: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Signature: \_\_\_\_\_

Date	Description of Expense	Amount
	TOTAL	

Submit completed form and receipts to NEASEA Vice President for Financial Services for reimbursement:

Joseph Weglarz  
Vice President for Financial Services  
Northeast Association of Student Employment Administrators (NEASEA)  
Marist College  
3399 North Road  
Poughkeepsie, NY 12601

Approved by: \_\_\_\_\_ Budget Line to Charge: \_\_\_\_\_

Date Received: \_\_\_\_\_ Date Paid: \_\_\_\_\_ Check #: \_\_\_\_\_

Portion attributable to Printing, Publications, and Postage: \_\_\_\_\_

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**APPENDIX J  
NEASEA TRAVEL EXPENSE REIMBURSEMENT FORM**

**TRAVEL EXPENSE REPORT**

**Name:**

**City/State of Destination:**

**Dates of Travel (From/To):**

**Purpose of Travel:**

<b>DATE(S) EXPENSES INCURRED:</b>								
<b>EXPENSE ITEM</b>	<b>DAY 1</b>	<b>DAY 2</b>	<b>DAY 3</b>	<b>DAY 4</b>	<b>DAY 5</b>	<b>DAY 6</b>	<b>Day 7</b>	<b>TOTAL</b>
<b>Breakfast</b> <b>\$20 Max</b>								
<b>Lunch</b> <b>\$20 Max</b>								
<b>Dinner</b> <b>\$40 Max</b>								
<b>Meals/Entertainment-Others</b>								
<b>Lodging</b>								
<b>Airfare (Train or Bus fare)</b>								
<b>Taxi/Shuttle</b>								
<b>Mileage (miles X \$.55) or Rental Car</b>								
<b>Rental Car</b>								
<b>Parking</b>								
<b>Tolls</b>								
<b>Other</b>								
<b>TOTAL EXPENSES:</b>								

**Signature of Traveler:**

**\*\*\*All Receipts  
Required**

**Make Check Payable To:**

\_\_\_\_\_

**Mail Check To:**

\_\_\_\_\_

\_\_\_\_\_

**Budget Manager Signature**

Submit requests to the Budget Manager for approval.

**Submit completed form and receipts to NEASEA Vice President  
for Financial Services for reimbursement.**

**Office Use Only:**

Approved By:

\_\_\_\_\_

Date Received:

\_\_\_\_\_

Check Number:

\_\_\_\_\_

Date Paid:

\_\_\_\_\_

Budget Line Charged:

\_\_\_\_\_