



AGM Guidelines for Clubs Interested In Hosting an AGM

Does NNAC have a mandate for an AGM?

There is no formal mandate. However, NNAC endeavors to provide a weekend where Newcomers can meet, chat and share. We try to provide a platform for a President's meeting, insurance module and roundtable discussions for sharing concerns, ideas, challenges etc. We further wish to provide a well-rounded day Saturday that includes learning, personal growth and entertainment.

Who is the target audience?

The target audience is all Newcomer/alumnae members from across the country. Club executive members do attend as well as club members who may be interested in joining their clubs' executive, those who come to enjoy the weekend and especially those from the host club.

How many days is the event?

Typically there is a welcome reception on the Friday evening. Saturday is the conference itself. In the past there have been clubs who put on a Saturday evening event. This has fallen by the wayside recently due to a number of reasons: additional expense, and many delegates heading home after the conference during the day. Some clubs have arranged for optional activities on the Sunday for delegates still in town.

What is the budget process and how is the budget determined?

NNAC and the host club work together on creating a budget.

The Friday night welcome reception is hosted and put on by the host club at their cost. Many clubs host fundraisers throughout the year to cover the cost of this evening, or rely on their members to provide food, cocktails and other expenses associated with this evening. There is no expectation from NNAC, and all variations from formally catered to informal potluck are welcome and enjoyed.

In past years, the host club has been able to negotiate a reduced rate for hotel rooms where the conference is being held, and in 2017, Toronto was able to negotiate a reduced rate with West Jet for airline reservations.

The cost of the registration fee multiplied by a reasonable guestimate of attendees must cover the costs for Saturday of the AGM. Saturday costs include: conference venue room, breakfast, lunch, two coffee breaks and an honorarium for the guest speaker. All taxes and gratuity need to be included in the registration fee.

NNAC covers costs of printing and mailing as required and most Saturday expenses are covered by NNAC.

NNAC does have funds available to cover any deposits required so host city clubs are not on the hook to provide them. NNAC has successfully asked for sponsorship from our insurance provider. NNAC has a limited budget and therefore funds are limited to aid any shortfalls



incurred. However, any reasonable expenses incurred by host clubs will be considered for financial assistance by NNAC.

Planning timelines, when to start?

According to the NNAC bylaws, the AGM must be held before the end of October annually. Typically clubs start planning at least one year (and sometimes earlier) in advance of the start date. This gives them plenty of time to confirm venues, guest speakers, sponsorship and other details well in advance of the start date.

What support does NNAC provide in promoting the AGM?

NNAC will promote the AGM through its website, The Link and its Facebook page. It is a team effort and we look to the host club to encourage its members to attend the event.

Who from NNAC works with the organizing committee from the host club?

The Past President is the point person from NNAC who works with the organizing committee from the host club. This individual represents the Board of Directors and speaks for them in all instances.

Who sets the agenda for Saturday?

The agenda is a joint effort between NNAC and the host club.

As mentioned previously, NNAC tries to provide a President's meeting, insurance module, roundtable discussions for sharing concerns, ideas, challenges etc. We further wish to provide a well-rounded day that includes learning, personal growth and entertainment, often in the form of a guest speaker.

During the day there is business that must be conducted by NNAC per our bylaws, including acceptance of the President's Report, financial statements and election of the Board of Directors. NNAC welcomes ideas and suggestions from the host club and tries to incorporate input from attending clubs.

NNAC is also looking for input from clubs on how they can assist clubs being successful and what we can do to support that.

How many delegates should a host club expect?

A host club should expect between 75-85 delegates based on AGM attendance at the 2015 and 2017 conferences.

Who collects the conference delegate fees?

The Treasurer of NNAC collects all delegate fees and provides timely updates to the host city organizing committee.

Fundraising efforts by NNAC - Pin sales and raffle draw on Saturday

NNAC has purchased 'Friendship Pins' which are sold at the conference and online. NNAC receives all revenue generated from pin sales. All items raffled at the conference are donated



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by NNAC Board of Director members at their own cost. Revenue from raffle sales for those items goes to NNAC.

What benefit does the host city glean from hosting the conference?

Hosting the conference is an opportunity for the host club and city to showcase itself. Many clubs decide to host the AGM as part of their celebration of a club anniversary. This allows them to market the AGM to their members, community and city during their fundraising efforts. It also highlights the existence of the club and the role they play in the community.

Is there any formal feedback about the conference?

NNAC is happy to share with clubs feedback it has received from past AGM's. After the Toronto 2017 AGM, NNAC initiated an online survey for delegates to complete. Other feedback options have included a questionnaire on the tables at the Saturday conference.

If you and your club are interested in hosting an AGM, please contact any member of the Board of Directors. We're here to help you get started.

Many clubs report it was a very rewarding experience for them.