

MSEA DELEGATE ASSEMBLY PLANNING COMMITTEE

A. VOLUNTEERS. MSEA would like to encourage participation from unit members in the planning and running of the annual Delegate Assembly. It is not possible for Planning Committee members to attend the Delegate Assembly as Delegates, as some committee duties will interfere with Assembly agenda items. Alternates may be volunteers, but should understand they may not be able to fully attend all Assembly sessions.

B. REIMBURSEMENT. Two committee members will be reimbursed for pre-approved wages, meals and one hotel room in association with their duties and responsibilities as committee members.

C. PLANNING. Committee members may make suggestions/recommendations to the Program Committee and assist with arrangements for the following:

1. Theme

- a. banquet or overall conference theme, if any
- b. research entertainment, speakers, contest ideas
- c. may request approval from Program Committee for decoration and/or prize expenses (must provide Program Committee with a breakdown of expenses)

2. Decorations

- a. banquet room and tables
- b. photo backdrops
- c. conference room décor

3. Entertainment

- a. music
- b. speaker
- c. dress code for attendees
- d. create and/or facilitate contests/games
- e. purchase contest prizes/awards

4. Misc

- a. keep MSEA Office Manager Jodi Lietzau current regarding plans and preparations
- b. suggest advertisement content and timelines for DA contests, entertainment, etc

D. PARTICIPATION.

1. Responsibilities

- a. arrive early on Friday or possibly Thurs afternoon if necessary
- b. set up and/or clean up registration booth area, banquet room, etc
- c. staff registration booth (along with MSEA Admin Assistant)
- d. greet/welcome first-time delegates, answer questions, etc
- e. lead banquet activities if necessary
- f. help recruit future Planning Committee members!