Northeast Wisconsin Payroll Chapter

Job Duty: Chapter Meeting Host	As Assigned

Document Overview

Once a year (or more if required) an Officer of the Northeast Wisconsin Payroll Chapter hosts a monthly chapter meeting. This document is a job aide in helping plan the meeting.

Meeting Location

- Location ideas (typically, room needs to hold 50-60):
  - Local hotels
  - Libraries
  - Wineries
  - Botanical Garden
  - Zoo
  - YMCA
  - Local universities
  - Board/Chapter member employers
- Questions to ask location when you call:
  - How many people can they hold?
    - 40 is the average meeting attendance
  - What will the table set up be?
  - Parking situation?
  - Audio/video capabilities
  - Internet?
  - Room rental fee?
  - Can we bring in food or do we order their food?
  - Do they give a discount on the room if we order their food?
  - Are there any topics they will not allow?
- 1 week before the event, confirm with the meeting location
  - Number of attendees
  - Food to be served
  - Audio/Video needed

Meeting Speaker/Topic

- To find topics, reference:
  - PAYO top 100 topics
  - Yearly survey of membership
  - Vendors who are willing to sponsor a meeting
  - Make sure that the chapter has not been approved for RCHs for that specific topic in the current calendar year
- Speaker for topic
  - Confirm with speaker they can talk to the topic
  - How much time do they need?
  - Is there a fee? Are we paying travel expenses?
  - Do they need hotel accommodations?
  - What Audio/Video do they need?
- Gain approval from the NWPC Board for topic and speaker

- Submit information to President for RCH credit
    - Speaker Name
    - Speaker Company
    - Speaker Title
    - Short Bio of Speaker
    - Title of Presentation
    - Short description of the topic
    - Length of presentation
    - Time of presentation (morning or afternoon)
- Submit information to the Website Coordinator and Chapter Coordinator
- Ensure email was sent to population for the meeting 2-3 weeks in advance of meeting
- Confirm with speaker one week before event
    - Ask for presentation
    - Send out to attendees per speaker preference
- Confirm with Chapter Coordinator if they purchased the speaker gift (per budget)
- Write speaker thank you card to be included with the speaker gift

Meeting budget

- Confirm with Treasurer allowed budget
- Combine fees from location and speaker
- Present meeting budget and proposed fee to NWPC Board

Day of Meeting

- Arrive 45 minutes before meeting
- Welcome speaker
- Talk to venue on timing of food and breaks
- Help speaker with audio/video needs
- Hand out speaker presentation
- Introduce the speaker
- Thank speaker after they are finished (with thank you)
- Ensure if paid speaker that the treasurer pays them via check

After Meeting

- Send email thank you to speaker
- Collect any handouts that were not given out ahead of time by the speaker and send to the Chapter Coordinator to send to the population