

## Host Chapter Guidelines

### INTRODUCTION

TSID Board meetings are open for the membership to attend and become more knowledgeable of issues throughout our state. To encourage membership attendance, the Board travels to various cities throughout the state for these meetings. An Affiliate Chapter desiring to host a board meeting should submit a written request to the Board. All requests will be given consideration by the Board when deciding meeting dates and locations. Voting privileges are limited to the Executive Board Officers and Chapter Representatives; however, members of the Hosting Chapter are encouraged to attend and to participate in discussions

The following guidelines were approved by the Board for Affiliate chapters hosting Board Meetings.

### LOCATION

The Executive Board will determine the city location for the Board meetings, however, the location for the meeting within that city will become the responsibility of the Hosting Chapter. Hosting chapter is to notify TSID Secretary as to the exact meeting location, transportation information, luncheon arrangements, accommodations and a designated contact person including phone number at least thirty (30) days prior to the meeting.

Meeting room rental (if necessary) will be paid by TSID upon Board approval. This would require advance notice to the Board of the cost factor. Consideration for the following should be given:

- Room must accommodate at least thirty (30) people.
- Appropriate accessibility (lighting, wheelchair accessible, ease of restrooms, etc.)
- Electrical outlets for computers.
- Round table setup preferred.
- Copying capabilities preferred.

### TRANSPORTATION

Hosting Chapters need to provide information and/or assistance with travel to/from the airports and to/from the meeting location. members driving.

### FOOD

The Hosting Chapter may provide a luncheon, however it is not required. If luncheon is provided, the host chapter is responsible for the cost incurred. Notify the TSID Secretary in advance if planning to serve lunch. When lunch is provided, please give consideration to special dietary needs of the Board members.

## ACCOMMODATIONS

The designated contact person will provide rate information for area hotels and secure reservations for any board members requiring an overnight stay at the request of the board.

## DOCUMENT HISTORY

- Established        09/1995
- Revised            08/2000