



## **REGIONAL MEETINGS GUIDELINES**

### **OVERVIEW**

CII's board abolished the required Mid-Year Meetings approximately four years ago. In their place, the theory was to hold regional meetings to replace the Mid Year Meeting without placing the onus of required board member attendance. It was understood at the time that board members should make an effort to attend at least one regional meeting.

These regional meetings have now been running for several years and are proving a successful method of attracting new members and retaining existing members, they attract local members who do not or can not attend the AGM's as well as investigators interested to see how the CII works.

Board members are also encouraged to attend these regional meeting which allows them to deliver the CII's message to members and interested none members. They also allow members who do not attend the AGM's (which there are many) the chance to ask questions and put their concerns and ideas to a member of the board who in turn can deliver those messages to the board as a whole. Each regional meeting should have at least one board member in attendance to represent the board and interact with members on a local basis.

The regional meetings are not in conflict with the Annual General Meetings or are they a new Mid-Year Meetings. They have been devised so that members within their regions can meet and network in an informal manner.

### **GUIDELINES**

1. The regional meetings are to be organised locally by the any certified member of the Council under the direction of the Third Vice Present and the Executive Regional Director.
2. The President will be kept informed of the dates and locations of these meetings, the President will ensure that the meetings are for the good of the council.

3. Regional meetings will normally be held in the spring of each year, but with the agreement of the President they can be held at other times of the year. **The regional meetings should not be scheduled within ninety days prior to or after an Annual General Meeting.**
4. To increase the attendance of members, care should be taken not to arrange these meetings during school or public holidays.
5. The Regional meetings will normally be held over a weekend, arriving Friday all day Saturday and leaving Sunday.
6. As these meeting are of such short duration they should be held in locations that are easy and inexpensive for the majority of members within the region to attend. An example would be to plan a dinner, and invite a speaker of interest to the regional issues and investigators. Each attendee would pay their own way, but the organiser could seek reimbursement for any fee for reserving a room for a number of guests and/or reimburse the speaker for their meal. The Council will not reimburse costs associated with meals and/or drink. Those costs will be borne by each attendee.
7. When Hotels are being recommended care should be take as to their location and cost.
8. There are funds available each year by the Treasure to assist the organisers of the Regional Meetings. This is a contingency fund for unseen expenses that occur, meeting room expenses, possible advertising costs, etc. The fund should only be called for if required. Prior consultation with the Treasurer should be undertaken to establish the amount available each year.
9. For the year 2010, each regional meeting is allotted \$1,5000.00 US with no more than three regional meetings approved for this fiscal year. No additional expense for the regional meetings is budgeted, and each regional meeting organizer will be responsible for the maintenance of the budget in concert with the Third Vice President.
10. The CII office shall receive copies of all invoices associate with the Regional Meeting that are being claimed for, no later than one month after the event.
11. The meeting organiser shall ensure that the funds provided by the Council are recovered and forwarded to the CII office, together with any profit, no later than one month after the meeting.

12. **The meeting organiser must contact the Treasurer, as soon as it becomes aware that the meeting may go over budget, and receive approval PRIOR to expenditure of funds in excess of the allotted contingency amount budgeted.**
13. Organiser should ensure that all events and activities are arranged in a way that costs are met by those taking part in each particular activity or event. There should not be any registration fees for these meetings.
14. These meetings should be relaxed and informal with the emphasis on networking and no formal events are required.
15. The Third Vice President, Executive Regional Director will be responsible for informing the membership of these meetings, via the Councillor, direct mailing to members and other interested parties. The website will also be advertising these meetings. The office will forward any direct emails that the organiser requests mailed to individual members

October 2009.