

# Host Responsibilities For MaCCRA State Meeting

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## OVERVIEW

MaCCRA meets twice a year in June and in December. The following listing is designed to help the Host Chapter plan for the day. The State President will consult with the Chapter President to establish a date. The June meeting is usually held the first week of the month on Saturday. The December meeting is usually the first week in December. The State President will prepare the agenda with input from the Host Chapter. The meeting time is 10:00 a.m. for continental breakfast and gathering. Meeting typically starts at 10:30 a.m. and ends at 2:00 p.m.

## CHAPTER RESPONSIBILITIES

### Planning

1. Chapter President assign coordinator/contact for event if delegating.
2. Reserve room for at least 65 - 75 people. The meeting room size will determine the number of people that can attend.
3. Arrange a meeting of volunteers to work on community logistics.
4. Assign person to work with catering
5. Assign person to get volunteers for the day
  - a. Greeters at entrance
  - b. Registration table
  - c. Greeters to direct people to location if needed
  - d. Greeter if needed for parking directions
6. Assign Treasurer to handle money and make registration lists and communicate with chapters to confirm receipt of their registration.

### Registration Form

1. Prepare the registration form to send out by MaCCRA Secretary at least two months ahead of meeting date.
  - a. Include on the form: Name, Position in Chapter, Community Name, Phone number, Email, Line for special dietary restrictions
  - b. Mailing Instructions to Treasurer and Payee for Check.
2. Mail registration form to the MaCCRA Secretary who will send to chapter leaders.

### Menu Planning and Cost

1. Continental breakfast and Lunch
2. \$22 was the December 2019 registration price.

### Directions and Parking

1. Directions to location should be included in registration material.
2. Set up parking arrangements with security if parking is limited.