Host a Chapter Meeting

Thank you for volunteering to host an APCO Chapter meeting! The Board of Directors appreciates the time and effort it takes to coordinate a successful meeting. Hosting a meeting helps ensure that we can hold events throughout Northern California, making it easier for members across the region to participate.

This guide is intended to help make the planning process as straightforward as possible. Please review it soon after the annual meeting calendar is finalized so you have plenty of time to make arrangements and avoid last-minute challenges.

Meeting Host Timeline

3–12 Months Prior

- Secure a meeting location that can accommodate the expected attendance.
- If food service is not provided at the venue, arrange for a caterer or other meal service.

Approximately 2 Months Prior

- Provide the meeting location, address, parking information (if applicable), and directions to the Chapter Programs Committee.

The Meeting Location

- Select a venue that comfortably accommodates approximately 45–60 attendees. Consider attendance at previous meetings in your area when determining room size. The Treasurer maintains attendance records and can help estimate expected participation.
- Reserve the facility from approximately 7:30 a.m. to 3:00 p.m.
- Lunch should be available on-site so attendees do not need to leave the meeting. Coordinate with the venue or caterer to have meal service begin around 12:00 p.m.
- Arrange the room to best suit the space. A head table is generally unnecessary. A lectern or podium should be available for announcements, the presenter, and the business meeting.
- Confirm that the venue provides the necessary tables, chairs, power, Wi-Fi (for streaming), projectors and/or displays and other amenities.

Meals

- Lunch should be served at the meeting location, whether provided by the venue, a caterer, or another meal service.
- Coordinate with the Treasurer and Registration Team to obtain the expected attendance and any pre-registration numbers.
- Confirm meal guarantees and deadlines with the venue or caterer, as requirements vary.
- Work within the budget established by the Board of Directors. If costs are expected to exceed the approved budget, obtain Board approval before making commitments.
- If room rental fees apply, include them in your overall event budget.

Program

- The Program Committee is responsible for selecting the presentation topic and speaker.
- Presentations typically last about 60 minutes, including questions and answers.
- The Program Committee will coordinate the speaker's audiovisual requirements.
- You may be asked to provide or verify the availability of a projection screen or other presentation equipment.

Door Prizes

- Provide approximately 5–6 door prizes for the raffle during lunch.
- Keep expenses within the budget established by the Board. Submit receipts to the Treasurer for reimbursement.
- Vendors and sponsors may also be willing to donate items for door prizes.

Meeting Day

7:30 a.m.

- Arrive at the meeting location to verify that everything is ready.
- Confirm room setup, audiovisual equipment, registration area, and meal arrangements.
- Check with the Board to determine who will serve as the chapter greeter.

Registration

- The Treasurer and Secretary typically manage registration but may request assistance.
- The Treasurer will handle registration payments and receipts.

- Each registration includes one door prize ticket. Give attendees one half of the ticket and place the matching half into the drawing container.
- Name badges will be prepared in advance for attendees who pre-register.
- Keep blank name badges and markers available for attendees who register on-site.
- Be sure to identify any special guests and first-time attendees. Introduce them to the Chapter President before the meeting begins for special recognition.

9:30 a.m.

- Be prepared to make any host announcements, including:
    - Restroom locations
    - Emergency exits
    - Meal service information
    - Any venue-specific information attendees should know

12:00 p.m.

- As the program concludes, coordinate with the venue or caterer to begin lunch service.

After the Meeting (Approximately 2:00 p.m.)

- Inspect the meeting room and any areas used by the chapter.
- Leave the facility clean and in good condition so the chapter will be welcome to return.
- Ensure any chapter equipment and supplies are collected before departing.

After the Meeting

Please share any suggestions for improving the meeting process or this guide with the Board of Directors. Your feedback helps make future meetings easier to plan and more successful.

If you have any questions before, during, or after the meeting, don't hesitate to contact a member of the Board of Directors.