

**THE CATHOLIC WOMEN'S
LEAGUE OF CANADA
MILITARY ORDINARIATE
COUNCIL**

CONVENTION PLANNING GUIDE

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DISTRIBUTION

Administrative Committee
Base Councils
CWL MO Convention Box

PREFACE

It is the practice in the CWL Military Ordinariate Provincial Council for one of the base councils to plan and host the Annual Meeting, using the format of a Convention.

The CWL MO Provincial Convention Planning Guide has been prepared for CWL MO base councils that will be hosting a convention and for the CWL Military Ordinariate Administration Committee [Admin Cmte] members, so that each will be aware of their own responsibilities and that of their counterparts.

The program of the business and social events should always be planned in the light of what will work most conveniently at the site of the convention and in keeping with the dignified nature and character of the convention. This is always done in consultation with the CWL MO Convention Liaison from the CWL MO Admin Cmte, normally the MO Past President. The CWL MO Convention Liaison should always be consulted before finalizing any plans and the MO President should be kept informed of all developments and consulted as necessary. The CWL MO Convention Liaison should be the point of contact for all questions directed to members of the Admin Cmte from the President of the Host Council.

Each Base Council should retain the CWL MO Convention Planning Guide so that it will be readily available if and when they decide to issue a proposal to the CWL Military Ordinariate Provincial Council to host a Convention. One copy is kept in the CWL MO Convention Box. When revised, updates will be sent to each council, each CWL MO Admin Cmte member, as well as the Convention Box and CWL MO website. .

This publication, the CWL Military Ordinariate Provincial Convention Planning Guide replaces all previous editions.

HOSTING A CONVENTION

The Annual Convention of the CWL MO Provincial Council is primarily a meeting of the Administrative Committee and Council representatives to discuss the business aspects of the provincial council. By their attendance at the convention the general membership, show their interest in the future of the League.

All councils, whether small or large, can host a convention with ingenuity and encouragement. Councils in near proximity to the hosting council can offer assistance such as hosting the Meet and Greet.

Hosting a convention requires a good deal of planning and co-operation from the host council, that aspect cannot be minimized but the benefits to both the host council and the CWL MO are immeasurable. Hosting the CWL MO Convention deepens the bond of friendship among council members and acceptance of the efforts of all members, whether large or small, is necessary for its success. The host council will be affording CWL MO members the opportunity to get together to promote the aims of the League, to serve God and Canada.

May Our Lady of Good Counsel inspire all to greater achievements for God and Canada.

FEASIBILITY STUDY

One of the first steps a base council must take if they are planning to issue a proposal to the CWL MO President to host a convention is to inquire about the availability and the cost of accommodation and meals for up to fifty or sixty delegates including Spiritual Advisors. For more exact historical numbers, contact the CWL MO Convention Liaison.

Convention costs will vary according to the location of the convention. Base facilities, if they are available, are usually more reasonably priced than university or hotel accommodations. Some areas of the country may be able to utilize a convent or similar institution. It is also necessary to have rooms in the immediate vicinity to hold executive meetings, general business meetings and the Theme Day program. Transportation of delegates to the convention site is a major consideration when choosing a convention facility.

Preference should be to hold the Convention on base, as it is usually more financially viable and also this is good public relations and visibility within the military community for the CWL MO. It is important that a study be done as much in advance as possible (up to a year) prior to the annual CWL MO convention to determine if it is possible to hold a convention at a particular base. The following should be considered:

- number of delegates that can be accommodated;
- facilities for daily meals and banquet;
- availability of appropriate meeting rooms;
- transportation to and from the airport/bus terminal and other transportation needs;
- equipment available such as microphones, photocopying, electrical outlets, computer; and
- estimated prices for rooms, meals, meeting room rental, etc.

The co-operation of all council members is essential, as is the support of the Spiritual Advisor. The members will form the committees and the Spiritual Advisor will liase between the council and Base officials. It is recommended that, council members review these guidelines so they are aware of the work and commitment required.

PROPOSAL TO HOST A CONVENTION

Once council members have a general idea of the task ahead of them and have made the commitment to work together, with the grace of the Holy Spirit, the proposal to hold a convention is forwarded to the CWL MO President for consideration, before the current year's convention is assembled. It should include an estimate of expenses including accommodations and meals.

This proposal is subject to the approval of the President, in consultation with the Finance Committee. After approval is given, the President of the base council is invited to extend the invitation at the closing business session of that convention.

The dates will be established in consultation with the CWL MO President and availability of facilities. The dates should be confirmed as soon as possible, keeping in mind Article XIII Sec 3(b) of the Constitution and By-Laws concerning the months in which the annual convention may be held, normally May or June.

Ensure that no commitments are made until the CWL MO President has approved the location. Convention Liaison (CWL MO Past President) will be the primary contact with the host council chairperson. The MO President will be involved only in exceptional or specific circumstances.

A letter should be sent to the Base Commander to inform of the event whether held on base or elsewhere, to request support of Base facilities.

If Held On Base: The liaison is through the Base Administrative Officer who will provide direction to the proper officials.

If Held Off Base: Negotiations will be with the person in charge of the facility, e.g., Convention Co-ordinator, Manager, etc. The Base Administrative Officer of the hosting base should still be contacted to facilitate assistance from base facilities such as transportation, printing, photographer, etc.

THE NEED FOR PRAYER

The Host Council, while planning and carrying out their duties, must remember the need for fervent prayer to achieve a successful convention. It is prayer that will guide decisions and enable members to work well together. **It is highly recommended that a Spiritual Hour or Workshop be held during the planning year to facilitate the smooth interaction of all Host Council members.**

Convention Prayer

*Heavenly Father, we, the members of the Catholic Women's League,
humbly pray for your blessings upon all our works.*

*Send your Holy Spirit to illuminate our minds to know your will for us
and to warm our hearts with the fire of your love.*

Grant us the desire to work on behalf of all people but especially for those most in need.

You call us to come together in your name.

Assist all those entrusted with the planning of this Convention.

Make smooth the paths they must walk in learning your will for all.

May we deal with all and only those concerns, which are your concerns.

*Lord, we ask that your gifts of love and charity may prevail in and through all we do.
May this Convention be a source of unity and strength for all members of the League
and for your whole Church.*

This we ask, through the intercession of Our Lady of Good Counsel. AMEN.

TIMETABLE: FROM PROPOSAL TO CONVENTION

Duty	Date	Action By
Council votes to investigate possibility of hosting CWL MO Convention (suggested minimum: 2/3 membership in favour of hosting)	<i>January/February meeting</i>	All Council members
Member assigned to complete Feasibility Study; base facilities availability and costs	<i>January/February meeting</i>	1-2 members as assigned
Present findings to Council	<i>March Meeting</i>	Member as assigned
Proposal sent to CWL MO President. Include letter with pricing projection	<i>April: One month prior to the present years' Convention</i>	Council President
Review all Proposals to host next CWL MO Convention Accept Proposal to Host MO Convention	<i>May: Prior to or during the present Convention</i>	CWL MO President, with CWL MO Finance Committee
Announce next year's Convention	<i>May: At convention</i>	Council President
Advise council members of acceptance to Host Convention.	<i>June Meeting</i>	Council President
Council votes for chairperson(s) of Convention	<i>June Meeting or Sept Meeting</i>	Council Members
Review Convention Planning Guide to familiarise members with expectations	<i>September/October</i>	Convention Chairperson Council Members
Reserve Base facilities (accommodations, chapel, meeting rooms)	<i>September/October</i>	Convention Chairperson
Hold 1 st planning meeting (not during regular Council meeting), assign committees	<i>September/October</i>	Convention Chairperson
Meet with Base/facility personnel to discuss requirements	<i>October/November</i>	Convention Chairperson
Attend CWL MO Admin Cmte Fall Meeting; prepare preliminary outline for Convention	<i>November</i>	Convention Chairperson
Consult with nearby Council about hosting the Meet&Greet	<i>January</i>	Convention Chairperson
2 nd Planning Meeting, (monthly meetings thereafter)	<i>January</i>	Council Members
Convention Committee meetings	<i>January/ February</i>	Convention Committees
Determine due date for registrations -1 month prior to Convention	<i>February</i>	Convention Chairperson
Send registrations to councils & invitations to guests, after approval from CWL MO Liaison	<i>February</i>	Convention Chairperson
Chose menu & organize banquet, etc.	<i>February/March</i>	Meals Chairperson
Prepare decorations, gifts, name tags, etc.	<i>March/April</i>	Hospitality, Members
Book base photographer, notice in base paper, piper for banquet	<i>March/April</i>	Publicity Chairperson/ Convention Chairperson
Visit meeting rooms; access requirements, arrange for items needed- podium, speaker, computer	<i>March/April</i>	Convention Chairperson Special Support Chair
Assign Accommodations and Meals from Registration list. Confirm Banquet attendance	<i>April/May</i>	Accommodations & Meals Chairperson
Compile Convention booklet (deadline date for submissions, 1month before Convention)	<i>April/May (2-4 weeks prior to Convention)</i>	Printing Chairperson
Receive CWL National Articles, reserve table, assign members to sell items/ assist local book store set up	<i>May</i>	National Articles/ Book Display Chairperson
Prepare welcome kits, set up hospitality room	<i>May</i>	Hospitality Committee
Arrange schedule for transportation to/from airport, etc.	<i>Prior to/ at Convention</i>	Transportation Chairperson
Set up location for registration, welcome delegates	<i>At Convention</i>	Registration Chairperson
Ensure meeting rooms set up, flags & stands, water, name plates, microphones,	<i>At Convention</i>	Special Support Chairperson
Prepare for Mass; ensure all necessary items are readily available (including table for Book of Life); Set up for Spiritual Hour and Prayer Room	<i>At Convention</i>	Spiritual Development Chairperson

Pay all Convention invoices, complete financial statement, send balance to MO Treasurer	<i>July/August (by 1 September)</i>	Convention Treasurer
Send Convention box to next hosting Council	<i>July/August (by 1 September)</i>	Convention Chairperson

AREAS OF RESPONSIBILITIES

CWL Military Ordinariate Council (Administrative Committee)

1. Accepts the invitation to host the convention from a Base Council.
2. Sets date for the convention, in consultation with the Host Council.
3. Sets fee for the convention after consulting with Finance Committee
4. Chooses the theme for the convention, normally based on the National CWL theme for the year.
5. Plans special program for Theme Day, workshop, spiritual hour, etc.
6. Plans the agenda and organizes the business of the convention.
7. Invites the special guests.
8. Obtains banquet speaker, if any, and other special speakers.
9. Provides direction and assistance regarding liturgy, publicity, press, program, and guests.
10. Chooses Elections Chairperson and Convenor of Elections.

CWL Base Council (Host Council)

1. Issues an invitation to hold the convention.
2. Selects a Convention Chairperson and committees.
3. Consults with the CWL MO President as to dates and location.
4. Keeps the CWL MO Convention Liaison informed of the progress of the work being done.
5. Convention Chairperson attends CWL MO Admin Committee Fall and Spring Meetings; prepare preliminary outline for Convention.
5. Provides information on the convention to Base Councils and the Administrative Committee, using address list obtained from the CWL MO Secretary.
6. Prepares the liturgy, including Eucharistic celebrations, in consultation with the CWL MO Spiritual Development Chairperson.
7. Prepares and prints the Convention Booklet.
8. Arranges social gatherings such as coffee breaks and Meet & Greet.
9. Prepares decorations, handouts.

10. Advise delegates of transportation procedure to and from the convention site, if available.
11. Invites local dignitaries.

CONVENTION DUTIES

MILITARY ORDINARIATE COUNCIL_CONVENTION LIAISON

Past President
-assume the position of CWL MO Convention Liaison (see CWL MO Admin Cmte Standing Rules);
-contact the host council to offer advice and obtain name of Convention Chairperson;
-work closely with Convention Chairperson on the specific details for the Convention. Advise on procedure and protocol;
-organize the duty roster for the Admin Cmte in relation to responsibilities prior to Convention. Ensure Admin Cmte members are familiar with their responsibilities and offer assistance as requested; Refer to the sample Duty Roster, Annex F.
-confirm that meeting arrangements and equipment are adequate for the needs of the meetings, liase with Host Council Special Services Chairperson;
-assume the position of Chairperson of CWL MO Nominations and Elections, remember that the President may appoint another member for these duties, if necessary; -familiarize with the election and nomination procedure; -President will appoint two members to serve as tellers (CWL MO Spiritual Advisor & one other person as secretary to take minutes for election); -make certain all material is available for the election;
-be available to the President for advice or counselling;
-carry the Bible during the Opening & Closing Ceremonies;
-prepare Convention Evaluation Forms, ensure everyone has a copy, and compile the results after the convention. During election year the evaluations are given to the new Past President who will compile the results.

HOST COUNCIL CONVENTION CHAIRPERSON

Any active member of a base council may be the Convention Chairperson. The Host Council President may be chosen as chairperson, but the Convention Chairperson and Host Council President are normally very busy during the Convention, thus the decision to double-hat these duties should be carefully considered before the commitment is made. Two members who would like to work together may share this position.

The MO Convention Liaison and the Host Council Convention Chairperson must work closely in planning and carrying out the details of the program. Therefore, it is very important that good communications be established and maintained.

All social events must have the approval of the MO Convention Liaison

<u>Host Council Convention Chairperson</u>
-guide and co-ordinate all arrangements in close co-operation and consultation with the CWL MO Convention Liaison and Council Spiritual Advisor ;
-make the initial contact with those in charge of the facilities to be used for the convention;
-obtain approval to host convention from Base Commander in writing and provide copies to each Committee Chairperson to facilitate on-base arrangements;
-attend the Mid-term meeting of the Admin Cmte (see CWL MO Admin Cmte Standing Rules) in order to brief members regarding arrangements;
-stimulate interest of council members to ensure a smooth Convention;
-at least six months in advance of the convention, call a meeting of the Host Council to form the necessary committees and to inform each of their duties; -provide CWL MO Liaison with a list of Convention Chairpersons including their contact information
-appoint Convention committees as required, ensure all members are aware of their responsibilities, and offers guidance as needed; -ensure that a copy of the appropriate section of the Convention Planning Guide is given to each Committee Chairperson; -determine and advise Committee Chairpersons as to the degree with which they should make decisions regarding their area of responsibility; -attend committee meetings to help correlate efforts and information. Remember that it is important that the entire committee should be involved in some of the decisions that will directly impact on their areas but not to the degree that will impede progress; -familiarize all the committee members working on the convention planning with the program and the services that are available so that they can answer questions when asked;
-hold monthly Convention meetings starting in Jan/Feb of Convention year to share information on the progress of each committee and to make further plans. A Convention Report should be included in the agenda for general council meetings of the Host Council but convention planning is <i>not</i> done during council meetings;
-be the co-signer with the Treasurer and for the <i>CWL MO Convention Fund</i> bank account;

-compile a list of the special local guests to be invited. Ensure that the financial arrangements regarding the special guests are clearly understood as to accommodation, meals, banquet and transportation;
-send out information letter, including the Registration Form (Annex B) and tentative agenda obtained from the CWL MO President, to Base Council Presidents and members of the CWL MO Administrative Committee. The letter should also include a contact person and phone number for Convention concerns and emergency number to contact delegates while at convention. The timing of the letters is at the discretion of the Host Council (usually in Feb) ensuring sufficient time for Councils to determine delegates and for host council to confirm exact facilities requirements. - the CWL MO Convention Liaison shall approve the letter before it is sent out. Copies of the letters used by previous Host Councils can be obtained from the binder in the Convention Box; -send electronic version to CWL MO Communications chair, for inclusion on the CWL MO website;
-adjust schedule of specific events around the tentative agenda prepared by the MO President before the convention;
-arrange for someone to escort the National President or National Spiritual Advisor to and from meetings if they are attending the convention;
-arrange to have someone welcome special guests, speakers, etc.;
-prepare any Convention announcements, in writing, on changes to schedules, meeting places, transportation, etc., and makes announcements when called upon during the Convention sessions;
-assist host council members as requested;
-stay at the convention site and be available. The convention fee for the Convention Chairperson is paid from the convention funds to accommodate this, as on-site availability is essential to smooth operations.

CONVENTION COMMITTEES

A sufficient number of committees should be set up to ensure that the arrangements are carried out smoothly and efficiently. The individual committees do not need to be large in numbers but should be very enthusiastic and must be well informed about their duties.

The Host Council should meet early in the planning stages (shortly after the first meeting of the season - September or October) in order to set up the various committees needed to operate a convention. At this meeting, guidelines for each committee and a copy of the Convention Prayer should be handed out to each member of the Host Council.

Every council member should be encouraged to be part of the Convention Committee as it affords her the opportunity to participate in the planning and organization of the convention. Members may be on more than one committee. Depending on the council, a committee may include as few as one or two members. Certain positions of similar nature may be assigned to the same person but careful consideration of not overtasking members should be a priority.

Some committees are strictly preparatory ones and are completed once the convention begins, i.e. Welcome Kits, printing. Members can then turn their attentions to other areas such as Hospitality or Special Services. Each committee may meet and plan at anytime, other than at general council meetings, keeping in mind that they must keep in touch with the Convention Chair. The Convention Chair should feel free to attend committee meetings to provide a smooth exchange of information and to offer guidance on decisions. The Convention Chair may ask for volunteers for the various committees before designating the head of each committee and may seek the advice of the council's Spiritual Advisor.

Positions required are:

- Treasurer
- Secretary
- Registration Chairperson
- Accommodations & Meals Chairperson
- Transportation Chairperson
- Liturgy Chairperson
- Publicity Chairperson
- Printing Chairperson
- Hospitality Chairperson
- Welcome Committee Chairperson - Special Services Chairperson
- Host Council Contact Person for National CWL Articles
- Host Council Contact Person for Book Display

PRESIDENT

<u>Host Council CWL President</u>	<u>CWL MO President</u>
-preside at the banquet and other social events of the Convention as requested;	-help to establish suitable dates for convention; -prepare tentative timetable early in the year for inclusion with Host Council registration package;
-if present, meet and accompany the National President to a reserved seat at Masses;	-prepare finalized timetable and agendas for all business sessions send to publisher of the Convention booklet;
-assist council members as requested;	-keep in close contact with the Convention Chairperson and the CWL MO Convention Liaison regarding all aspects of the convention, before, during and after convention;
-liaise in advance with the CWL MO Liaison Member for the banquet to determine if she has delegated the task of giving expressions of appreciation formally at the close of the banquet;	-announce the Nominations and Elections Chairperson, normally the Past President, and Committee; -make presentations at the banquet, if required;
-in chairing particular events, do so in a natural and gracious manner, keeping remarks brief but always sincere and cordial. Call upon each person on the program by name - "I have the pleasure now of calling upon...". When the particular person has concluded his or her remarks, thank them except in the case of the person introducing the speaker since the speaker rises upon completion of the introduction.	-organize well in advance for special presentations such as life membership pin, Past President's pin, CWL MO Spiritual Advisor's Pin (if he does not already have one); NOTE: Council presentation of pins for years of service or Maple Leaf Service Pins should NOT be presented at Convention (see <i>National Manual of Policy & Procedure</i>). These presentations are from the council and should appropriately be presented at Council events; The CWL MO President may consider special requests;
	-be present to all guests and as many members as possible during convention, including the Admin Cmte;
	-advise Secretary of those persons or groups who require a thank you after the convention from the CWL MO Provincial Council, normally the Base Commander and/or Manager of the Facility;
	- (Outgoing) President prepares a proposed agenda for the Incoming CWL MO President for the Post-Convention Executive and Admin Cmte meetings. Incoming President finalizes the agenda for the Post Convention meeting. - (Outgoing) President be available for consultation and give assistance to the new President.

TREASURER

Host Council should not have to use any of its own funds to host a convention nor should they have to engage in fund-raising projects for convention, unless they want extra items for the convention.

Host Council Treasurer	MO Treasurer
<p>- Convention chairperson will inform the CWL MO Liaison of the cost of accommodations, meals and all other anticipated expenses, to facilitate the establishment of the convention fee;</p>	<p>-in consultation with the CWL MO Finance Cmte, set the <u>Convention Fee</u>, once anticipated costs are known. This should be done prior to the fall mid-term meeting, using the Guide for Pricing Convention (Annex A); -The minimum convention fee, is \$250 (see <i>MO Standing Rules</i>).</p>
<p>-request a cash advance from the CWL MO Treasurer, normally \$1000;</p>	<p>-advance funds of \$1000 to Host Council Treasurer to open bank account under '<i>CWL MO Convention Fund</i>;</p>
<p>-liaise with the Convention Chairperson on expenses and method of payment. -open bank account with the Convention Chairperson under the title of '<i>CWL MO Convention Fund</i>'; -receive fees from Registrar and deposit the convention fees in the bank account when received;</p>	<p>-keep in close contact with the Host Council Registration Chairperson, Treasurer and Convention Chairperson concerning financial matters; act as a resource person including assistance with bookkeeping if desired;</p>
<p>-<u>Convention Fee</u>: all delegates, members, Spiritual Advisors and Clergy who are attending the convention and staying in the accommodations provided, must pay the <u>Convention Fee</u>. Fees must be paid in advance of the deadline set by the convention committee. -all Base Councils attending the Convention must pay minimum of one full Convention Fee (see <i>MO Standing Rules</i>). -The host council is NOT responsible for transportation arrangements for extra days.</p>	<p>-<u>Convention Fees</u> are not paid by the Administrative Committee, the Convention Chair, the Military Ordinary, the National President, or National Spiritual Advisor; -The Convention fee covers the actual convention days only (usually three days). Delegates who request to stay extra days must pay extra costs for accommodations and meals. The host council will reserve accommodations and meals for the extra days, as requested, subject to availability</p>
<p><u>Expenses paid by the Convention Fund include:</u> -delegates accommodation and meals, for Convention dates only, including banquet; -<u>Voting delegates</u> required to attend the Pre/Post Convention Executive meeting, expenses covered include accommodation Thursday and all meals Friday until Sunday lunch. -<u>All other delegates</u>: accommodations for Friday and Saturday and all meals Sat until Sun lunch. -all the convention expenses deemed necessary by the convention liaison, including meeting room rental, PA system, Welcome Kit, accommodations, meals, banquet, photocopying, photographer, piper, and transportation costs, -the convention fee of the Host Council Convention Chairperson (1 fee only, if co-chairs the fee may be</p>	<p><u>Refunds</u> -Registration deadlines are set by the Host Council to match the booking requirements at the convention site. Refunds may be given depending on circumstances as outlined: -Full Refund: if the cancellation is received before the deadline date; -No Refund: if cancellation received after deadline if reserved room and meals are charged, whether they are used or not; -Partial Refund: if cancellation received after the deadline, but reserved room & meals are not charged, refund is convention fee less banquet fee; -No Banquet Refund: since the banquet is reserved well before the actual date and must be paid based on number on the reservation.</p>

<p>divided between both);</p> <ul style="list-style-type: none"> -the convention fee for the CWL National President, CWL National Spiritual Advisor, if in attendance -Banquet fee for guests invited by the CWL MO Council, such as Base Commander, CWL Provincial President of hosting province, and former CWL MO Presidents and former CWL Spiritual Advisors in attendance. -Gifts, wrapping paper, frames for courtesy resolutions (if required), Honorarium, and gift cards for convention gifts for a guest speaker, workshop speaker, etc.; -Appreciation Gift for the Host Council (\$100) and gift for the Convention Chairperson (\$25); -convention fee for CWL MO Admin Cmte members -if there is any doubt on financial matters, consult with the Convention Liaison or CWL MO Treasurer; 	<ul style="list-style-type: none"> -If a delegate is unable to attend; another member may be designated in her place and the convention fee may be transferred to another council member. -refunds requested prior to the deadline date may be approved by the Host Council, and may be refunded immediately to the recipient; -refunds requested after the deadline date must be submitted to the CWL MO Treasurer; -refund requests to the CWL MO Treasurer, will be executed, at the Post Convention Admin Cmte meeting, and if approved, refunded immediately by the host council; -travel costs for Admin Cmte are covered by Chaplain General and any other Admin Cmte expenses are covered by the CWL MO Provincial Council (see <i>MO Admin Cmte Standing Rules</i>)
<ul style="list-style-type: none"> -Host Council is financially responsible for: <ul style="list-style-type: none"> -Any optional entertainment if there is a cost, i.e. after the banquet or a bus tour/excursion; -Expenses for guests they wish to invite to the Banquet, such as the local CWL council president, local Diocesan President, and base Chapel Guild President; 	<ul style="list-style-type: none"> -Gifts for departing Admin Cmte member(s) during an election year are covered by CWL MO, not convention expense;
<p>-Daily Fee: Those attending the convention but not staying on site must pay daily fee. The daily fee as set by CWL MO is \$35 (<i>see MO Standing Rules</i>), which includes lunch, coffee breaks, Convention booklet and \$5 registration fee;</p>	<ul style="list-style-type: none"> -send financial reports, upcoming budget and cost projection for National CWL Convention to publication chair for inclusion in the Convention Booklet;
<ul style="list-style-type: none"> -maintain a record of the Income and Expenses. and issue appropriate receipts -inform all organizations providing services such as lodgings and food that expense invoices are required and will be paid immediately following the convention; 	<ul style="list-style-type: none"> -assist contact person for CWL supplies from National Office, to reconcile amount sold with cash on hand. Receive and deposits money, from CWL articles sale into CWL MO Account and pays National office for items sold;
<ul style="list-style-type: none"> -ensure method used to record number of meals served each day that are to be charged to the convention fund; -pay convention expenses as they occur. 	<ul style="list-style-type: none"> -present motions for a vote at the General Assembly as required: auditor's report, next year's budget, delegates to National Convention and ratify expenses;
<ul style="list-style-type: none"> - to facilitate the process of closing the account, it is advisable to pay the invoices by certified cheques or money orders as the money is taken out of the account immediately; -after payment of all bills, close the CWL MO Convention Fund account, prepare a post-convention financial report (Annex E). Forward 	<ul style="list-style-type: none"> -assist Host Council Treasurer with preparation of the final report as required -on receipt of the post-convention financial report from the Host Council, and payment of Administrative Committee convention expense claims; prepare a final convention expense report for presentation at the Mid-term meeting.

with all receipts and bank statements, including a cheque for overages or a bill for shortages, to CWL MO Treasurer <u>not later than 1 September.</u>	-CWL MO Council absorbs any deficit for a convention and any funds left over after expenses are <u>deposited in to the CWL MO Convention Fund.</u>
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SECRETARY

Host Council Secretary	CWL MO Secretary
-take the minutes of Convention Committee meetings.	-send credential cards to Councils. Take several blanks to Convention;
-draft and send convention correspondence to: <ul style="list-style-type: none"> -Base authorities regarding information, permission, requests for support, etc.; -letters soliciting souvenirs for delegates from local businesses and thank-you letters to those businesses sending donations; -typing and mailing the information letters to Base Councils as directed by the Convention Chairperson; 	-ensure credential cards for Admin Cmte and Life Members signed at the Pre-Convention Admin Cmte meeting;
-prepare a list of local dignitaries with full names, titles and addresses who are to be invited to the Convention Banquet and issue the invitations with response sent to Host Council Secretary to; <ul style="list-style-type: none"> Base Commander, Diocesan CWL President, Local civilian CWL council President Base Chapel Guild President Base Chaplain; 	-send invitations to Convention Banquet to the following with response to the CWL MO Secretary. <ul style="list-style-type: none"> Military Ordinary Chaplain General CWL National President CWL National Spiritual Advisor CWL MO Past Presidents CWL Provincial President of hosting province (guest for banquet only, include information letter including costs, if she wishes to attend other parts of the Convention at her own expense) -inform Convention Chairperson of replies;
-send agenda and registration form to the special guests (local civilian CWL councils or others) who may attend parts of the convention, at their own expense.	-prepare and distribute all minutes of the business sections of each meeting, as soon as possible after convention Send rough draft to CWL MO President and review committee for correction prior to preparation of the final version. Send final draft of minutes to Admin Cmte for review and for final adoption at Mid-term meeting. Once adopted by Admin Cmte, send copies to all base councils. Note: the <u>incoming Secretary</u> is required to write the minutes of the Post-Convention Executive and Post-Convention Admin Cmte meetings;
	Secretary's duties also include working with Convention Registrar.

REGISTRATION

<u>Registrar</u>	<u>CWL MO Secretary</u>
-adapt Registration Form (Annex B) to the needs of the convention facility. A copy should be sent to all Base Councils and Admin Cmte members, by the Convention Chairperson with her introduction letter. It can also be requested that councils <i>not</i> sending a delegate inform Registrar;	-ensure that the credentials report is ready for each daily session. Keep a copy of the Credential Report and, on the last day, the Attendance Report for the records;
-receive and organize all Registration Forms as they are received;	-prepare the names of voting and accredited delegates present at Convention for the President;
-keep Accommodations and Transportation committees informed of registration information;	
-accept the Registration Book from the CWL MO Secretary who will have prepared and forwarded it to the Registrar. Prepare in advance: <ul style="list-style-type: none"> • fill in the names of each delegate, voting and accredited, based on registration forms and staple credential card to appropriate pages. • have the book ready for signature as the delegates register; • from this book prepare and give the credential reports for each daily session. at the end of convention, the registration book is to be given to the CWL MO Secretary;	-prepare Registration Book and send to the Registration Chairperson well ahead of Convention Ensure space for signature beside each name and space for credential cards to be stapled to bottom of page. Registration book includes: <ul style="list-style-type: none"> -complete list of current Admin Cmte members; -page(s) for each council with space for voting delegate and two accredited delegates, and separate page for other council members in attendance; -page(s) for Life Members; -page(s) for Spiritual Advisors; -page(s) for Guests;
-requests for refunds prior to deadline may be given to the council but after deadline they are to be referred to the CWL MO Admin Cmte for a decision;	-take roll call from the convention registration list; -inform the CWL MO President of any former CWL MO Admin members, special guests or dignitaries who are present and should be recognized at the General Assembly;
-ensure delegates are aware of what is included in the convention fee; the number of meals and nights accommodations. If delegates come earlier or stay longer, they must submit payment with registration;	-notify CWL MO President of the Base Councils not present at Convention. Ensure that copies of Maryline/Annual Report Book and other pertinent material are forwarded to absentee councils;
-organize the registration procedure to facilitate the smooth registration of delegates. Procedures should allow for quick and efficient registration including collection of the registration fee, provide receipts for all Convention fees paid, room keys and meal tickets; distribution of Convention welcome kit,	-send thank you letter to Base Commander, and any others as requested by the CWL MO President;
-give the Credential Report (Annex C) at the beginning of each day's business sessions of delegates eligible to vote.	-sign the credential cards for the delegates going to National Convention before leaving the CWL MO Convention (Incoming Secretary)
-give the Attendance Report (Annex C) detailing all attendees for the duration of the convention at the last business session.	

ACCOMMODATIONS & MEALS

Accommodations And Meals Chairperson	
- work closely with the Registration Chairperson who receives information from the delegates regarding arrival/departure;	
-be aware of individual special dietary or accommodation needs;	
-arrange for banquet if not detailed separately, work closely with CWL MO Banquet liaison;	
Meals	Accommodations
-consult with the food services people early in the planning stage to inform them of the approximate number of delegates, the dates and the number of meals required, including the banquet. Inquire as to any guarantees required on minimum attendees, the deadline for confirming numbers, method of counting meals (i.e., meal tickets or signing in), refunds for unused ticket and availability of individual meals;	-make a tentative booking of an approximate number of rooms in the facility housing the convention as soon as possible after the decision to host a convention is made including: -sufficient accommodations for expected delegates, (approximately 50-60); -a Quiet Room, Host Council Room and Hospitality Room; -meeting rooms including facilities for the General Assembly, Pre and Post Convention Admin and Exec Cmte meetings and Spiritual Advisors meeting;
-once exact number are know, make final arrangements for the meals and banquet in consultation with the Convention Chairperson;	-confirm exact number of rooms required after registration deadline, reserve as required, allowing some leeway for unexpected or late arrivals;
-inform delegates of the arrangements for meals, banquets, Meet & Greet, and other details as much as possible at the time of registration;	-consult the CWL MO Convention Liaison about any special arrangements required for the Admin Cmte or special guests;
-arrange for meals for those attending only parts of the convention. Delegates not staying on site must pay the daily fee(\$35) which includes lunch, and may request other meals, if available;	-inform those in charge of the facility of the dates and the approximate times of the delegates' arrivals and departures to meet their requirements;
- if available, make arrangements for meals for those delegates arriving early or departing later than Convention dates.	-if available, make arrangements for accommodations for delegates arriving early or staying later than actual convention dates, ensuring that this type of request is kept within reason;
	-post a list of delegates' room numbers in a central location as a convenience, if allowed by facility.

TRANSPORTATION

Transportation Chairperson
-liaise with Base Transport Section on the provision of transportation as agreed to by the Transportation Chairperson and the Host Council Spiritual Advisor who will know the protocol for requesting assistance;
-receive list of delegates arrival and departure times from Registration Chairperson;
-prepare a master plan of all arrivals and departures as they become known to facilitate the transportation of delegates to and from the convention site and allow the committee to estimate the size of vehicles required for transportation;
-meet delegates at the airport, train or bus stations and transport to the convention site, if possible. To alleviate the need for frequent trips to and from the arrival points and the convention site, inform delegates in advance, that they may have a short wait for transportation OR if not being met by host council member and the delegate may arrange for their own alternative means of transportation;
-arrange transportation to and from certain events during the convention, if necessary, as determined when the available facilities are known and the program is established;
-make arrangements for the transportation of special guests as notified by the Convention Chairperson or the CWL MO Convention Liaison;
-arrange a vehicle, as an added convenience, at a central location for unexpected errands during the convention;
-determine requirement for wheelchair/handicapped accessibility by attendees and provide details to delegates in pre-convention information;
-determine requirements for base access and on base parking for those travelling by private vehicles. Confirm adequate parking available at the site of the meetings and accommodation area.

HOSPITALITY & SPECIAL SUPPORT

Hospitality Committee	Special Support Committee
<p>-prepare delegates' Welcome Kits consisting of the Convention Booklet, a list of area services such as bus schedules, stores, restaurants, and souvenirs. If available, the Maryline/Annual Report Book, should be placed in the Welcome Kits for Admin Cmte and Voting Delegates only;</p>	<p>-ensure that the necessary flags and stands are available for the opening and closing ceremonies. Flags and stands are normally available from the Host Council Base Chief Warrant Officer's Office or they may need to borrow them from elsewhere; Flags required: Canadian Flag, CF Flag, CWL Flag The Papal flag is displayed at the church</p>
<p>- prepare name tags for using a colour coding system for the Admin Cmte, Voting Delegates, Accredited Delegates, Life Members, Council members, Spiritual Advisors, and guests; -if possible set up a hospitality room. Ensure that the times that the hospitality room will be open is posted in common areas. Schedule members to be available as required. Refreshments may be available as well as courtesy supplies of toiletries, first aid supplies, lists of delegates' rooms;</p>	<p>-set up the meeting room for the business sessions according to details: -head table for CWL MO Admin Cmte as follows: Spiritual Development chair (usually at one end, so she can easily lead prayer sessions); Resolutions & Legislation chair; Treasurer; Past President; Spiritual Advisor; President(centre); Secretary; President Elect; Christian Family Life chair, Communication chair; Community Life chair; Education & Health chair -tables for Voting Delegates -Accredited Delegates sit behind their council voting delegate -name plates for Admin Cmte and Base Councils, alphabetically by base -microphones in working order, verified before each session -podium, notice board -water jugs and glasses for Admin Cmte -tidy rooms after meetings, refill water jugs;</p>
<p>-welcome delegates, guests and visiting dignitaries to the convention and direct to the proper room for registering, meals, meetings, etc -extend special courtesies to CWL MO Past Presidents</p>	<p>-arrange for supplies required for use at the convention site; -confirm any special arrangements for the next items on the agenda such as computer & display screen for Workshop, Theme Day Speaker;</p>
<p>-hang banners brought by delegates in the meeting room.</p>	<p>-assist with the preparation for elections by providing material as directed by the CWL MO Elections Chairperson, such as easel, and ballot box.</p>
<p>-ensure there is a Host Council Room for members of the Host Council to change and rest if necessary;</p>	<p>-ensure directional signs to Convention locations such as meeting rooms, registration desk and dining area;</p>
<p>-assist with set up and decorating for social events, meet & greet, and banquet;</p>	<p>-assign one member to assist CWL MO President, as requested, such as relay messages, collect papers, materials;</p>
	<p>-lend support to all other committees as needed, who may need to leave temporarily, or assist as requested. Run errands as requested.</p>

LITURGY

-All Spiritual aspects of the convention fall under the duties of the CWL MO Spiritual Development Chairperson, in consultation with the CWL MO Spiritual Advisor;	
-The liturgical celebrations during the convention can and should be the most meaningful part of the Convention.	
-The host council SD chairperson works closely with the CWL MO SD Chairperson;	
<u>Host Council Spiritual Chairperson</u>	<u>CWL MO Spiritual Development Chairperson</u>
-contact the CWL MO Spiritual Development Chair to liase details of the preparations. The CWL MO Spiritual Development Chair will choose the Scripture readings and readers for the business sessions;	-contact the Host Council as soon as possible in the year to arrange the spiritual celebrations to be held during the Convention;
-prepare the Quiet Room as a place of prayer and reflection for those delegates desiring solitude during convention. In the Quiet Room, there should be a table, a picture of Jesus or Our Lady, a Bible or other scriptural readings. If a Quiet Room is not possible, delegates can be directed to a quiet place on the grounds or a nearby chapel;	-design the Spiritual Program including Scripture Readings, and Hymns for each business session. -the readings for the Masses throughout the Convention are the readings of the day; -choose Convention delegates as readers, or to assist in spiritual program; -be aware of the requirement to include the male and female response in the Liturgy as appropriate, i.e. "my brothers and sisters in Christ";
-work closely with the Host Council Spiritual Advisor who may be invited by the Convention Chairperson to be a member of the Liturgical Committee; -Parish choir director and organist should be asked to be on the liturgy committee, if feasible; -assist the Host Spiritual Advisor with the needs of each day's Mass.	-contact the CWL MO Spiritual Advisor to determine if He/she has any specific plans for the Masses throughout the convention such as special intentions, Celebrants, prayers, etc. Inquire if Eucharistic Ministers are required or if attending Spiritual Advisors will be distributing Communion; -co-ordinate with CWL MO Spiritual Advisor on who will be presiding at Mass
-co-ordinate with the CWL MO Spiritual Development Chair to request members to take part in the Mass as readers, Eucharistic ministers, altar servers, and gift presenters. Inform them of local procedure at the chapel. Host Council members may be chosen for closing Mass. Note: visiting Spiritual Advisors should be asked as Eucharistic ministers;	-choose members to take part in the Mass as required. Base Council Presidents and members of the General Assembly as well as members of the Host Council should be selected to read the Prayers of the Faithful and the readings at the Masses. Co-ordinate with host council Spiritual Development chair on local procedure;
-assign greeters to show delegates to their assigned seating for Mass. Reserve front pews for CWL MO Admin Cmte. During Closing Mass, Council Presidents should be seated behind the CWL MO Admin Cmte to facilitate smooth procedure for candle lighting ceremony, if using that format;	-prepare the Prayers of the Faithful, about four for each Mass, and ensure copies available for readers, and in the Convention Book. Some Prayers may be done in French and the English translation provided in writing. These may be adapted slightly at Convention, depending on the circumstances at the time of Convention, such as personal request or Military situations. Prayers for the Closing Mass of Re-affirmation /Installation should include

	prayers for the (outgoing) executive, those newly elected, the membership and Spiritual Advisors;
-choose hymns for Mass in keeping with the readings or intentions of the day as well as the convention theme and with consideration to the ability of the musicians to lead the assembly. A variety of selections for each part of the Mass should be considered and the list sent to the CWL MO Spiritual Development Chair for approval;	-co-ordinate with the host council liturgy chairperson on choosing hymns for the Masses. Hymns should be well known to encourage congregational singing and compliment the readings and theme of Mass;
-liaise with Host Council Spiritual Advisor and CWL MO Spiritual Development Chair for the provision of a Spiritual Hour, if circumstances permit, during the convention;	-provide copies of Spiritual Program, Mass outline, Hymns, special prayers, to the Printing Chairperson for inclusion in the Convention Booklet; For ease of reference, words for the hymns should be provided;
-co-ordinate with CWL MO Spiritual Development chair for supplies required for "Installation/Re-affirmation of Officers" ceremony, including small tapers for the Admin Cmte members and Council Presidents (if using).	-organize the Installation/Re-affirmation Ceremony for the officers (<u>outgoing</u> CWL MO Spiritual Development Chairperson). - Provide information to the Host Council (for inclusion in the Convention Booklet) the CWL MO Spiritual Advisor and the Host Council Spiritual Advisor;
-provide a small table in front of the head table in the assembly room and during Mass. On the table, provide a picture of Our Lady of Good Counsel, a candle, the Book of Life (brought to the Convention by the CWL MO Spiritual Development Chairperson) and a Bible. White or blue cloths may be used on the table.	-the <i>Book of Life</i> is not carried in the procession at any time but is placed on a small table prior to the Opening/Closing Ceremony/Mass (see <i>National Manual of Policy & Procedure</i>). Place the <i>Book of Life</i> , on the table for each Mass and then return it to the front of the meeting room. Ensure that the Book of Life is present during meetings and Mass;
	-notify the CWL MO Spiritual Advisor if he/she will be asked to say grace at the banquet.
CWL MO Spiritual Advisor	
-help to establish suitable dates for the mid-term meeting and convention;	
-make necessary arrangements for Admin Cmte travel costs to be paid by Chaplain General's office;	
-contact Host Council Spiritual Advisor and CWL MO Spiritual Development Chairperson if there are to be any specific plans for the Masses throughout the convention;	
-main celebrant of the Masses during Convention, unless MO Bishop is in attendance. Co-celebrants would be the host parish Spiritual Advisor and other base council Spiritual Advisors in attendance;	
-send a note of greeting for inclusion in the Convention Booklet to the Convention Chairperson;	
-provide spiritual input during CWL MO Convention meetings;	
-be available to introduce, thank or welcome special guests as requested;	
-be prepared to say Grace before or after the banquet as requested;	
-liaison with host council Spiritual Advisor concerning Liturgy requirements;	
-obtain copy of the Installation/Re-affirmation Ceremony from the CWL MO Spiritual Development Chairperson, so you are aware of requirements;	
-be prepared to lead Liturgy of Elections with Chairperson of Elections.	

PRINTING

<u>Printing Chairperson</u>
-inform CWL MO Admin Cmte of deadline date for submissions for Convention Booklet, normally one month prior to Convention;
-prepare other printing requirements such as menus, tickets, etc.;
-prepare and print Convention Booklet in co-operation with the Convention Chairperson, MO Convention Liaison Liturgy Chairperson;
<u>-COPYRIGHT:</u> According to the 1995 agreement signed between the Government of Canada and appropriate Canadian copyright agencies, copyright permission is no longer required to be requested. The department or section must be using the material in support of the department or section's primary function and the material must not be repeatedly and frequently used. A fee is paid to the appropriate agencies by the Government of Canada;
<u>Convention Booklet Guidelines:</u>
-The Convention Booklet is finalized about two weeks prior to Convention and consists of four sections: <ul style="list-style-type: none">-welcome letters-official information,-Eucharistic celebrations-Spiritual program.
<u>-Welcome Letters</u> This section will contain official letters of welcome from: <ul style="list-style-type: none">-Military Ordinary-National CWL President-CWL MO President-CWL MO Spiritual Advisor-Base Commander of the Host Council Base-Host Council President-Host Council Spiritual Advisor-Host Council Convention Chairperson-Chaplain General (optional);
<u>-Official Information</u> This section should include: <ul style="list-style-type: none">-O Canada (printed in English and French)-the program timetable;-agendas;-standing rules;-list of present Admin Cmte;-list of active Base councils;-list of Host Council members;-Host council's thank you.
<u>-Eucharistic Celebrations</u> This section consists of: <ul style="list-style-type: none">-outline of Mass;-readings of the day;-general intentions.-hymns <p>The readings are the daily Mass readings from the Lectionary. The intentions are prepared by the MO Spiritual Development Chairperson, for each Mass.</p> <p>The hymns should be included in the booklet, unless sufficient hymnbooks are available.</p>

-Spiritual Program

This section is prepared by the CWL MO Spiritual Development Chairperson and contains all the spiritual reflections used for the meetings during the Convention. It includes:

- League Prayer
- Prayer for the Holy Father
- League Promise
- readings, reflections,
- prayers, and hymns.
- Spiritual hour program, if applicable;

-Printing Requirements

The printer may have requirements that must be met such as:

- typed originals only;
- type on one side of page only;
- include a list of pages in each section;
- if using on-base facilities, Base Chaplain office must type up the Printing Requisition for appropriate financial approvals before being sent to the printers.

A copy of the completed rough draft must be sent to the MO Convention Liaison prior to publication for approval or amendment.

For ease of reference, number pages or separate sections by colour.

-Cover Page

The front cover should include:

- CWL Military Ordinariate Council
- number of Annual Convention, i.e. 35th Annual Convention
- name of Host Council
- dates of Convention, i.e. 21-25 May 1998

-Distribution

Sufficient copies of the Convention Booklet should be printed for:

- all attendees, including day attendees
- CWL MO Archivist
- members of the Host Council
- Convention Box for reference by future Host Councils.

When filing the present year's booklet, the Host Council should destroy copies of the Convention Booklet that are more than four years old.

PUBLICITY

<u>Publicity Committee</u>	<u>CWL MO Communications Chairperson</u>
-send information to the base paper and the local parish bulletin to inform the parish and the community of the upcoming Convention;	-bring the Military Ordinariate scrap book and Disbanded Councils book to the convention and have readily available at various sessions or in a social room;
-ensure the Guest Book (from the Convention Box) and pen are at the banquet;	-request Maryline publishers send the Annual report issue to the host council for distribution at the Convention;
-arrange for a roving photographer to take pictures during the Convention including meetings and social events;	-post the registration form and information letter for Convention on the CWL MO website;
-request the assistance of the Host Council Spiritual Advisor in making arrangements with Base Photo Section for a photographer to take pictures of -the opening and closing ceremonies -the Mass of Installation/Re-affirmation -the new Admin Cmte -banquet head table guests -National CWL President with CWL MO representative;	-liase with Host Council Publicity Chairperson concerning a photographer to take official pictures of opening ceremony, banquet, installation of officers, etc.;
-give Base Photographer the address of the CWL MO Communications Chairperson so that copies of the photos can go directly to her for the photo album;	-ask CWL MO President to remind Base Council Presidents at Post-Convention Executive meeting to take banners back with them;
	-prepare press release relative to convention proceedings in consultation with the CWL MO President for immediate publication to National Office as soon as Convention is complete, within ONE WEEK or LESS in order to make deadlines. Include the names of newly elected executive and convention highlights (see CWL MO Admin Cmte Standing Rules). This news release is given to all Base Presidents for their Base newspaper (outgoing CWL MO Communications Chairperson).

NATIONAL ARTICLES

<u>Host Council Contact for National CWL Articles</u>	<u>CWL MO Organization Chairperson</u>
<p>-liaise with the CWL MO Organization Chairperson who will order the supplies from National CWL about two months in advance of the convention. Ensure she has your full mailing address so items can be shipped directly to you;</p>	<p><u>National CWL Articles</u> -send a consignment order to National Office for CWL articles to be offered for sale at convention at least two months prior to Convention using previous order sheets in chairperson’s file as a guide;</p>
<p>-accept the shipment, do inventory to verify that contents agree with the enclosed statement of goods shipped;</p>	<p>-contact the Host Council Contact Person for National CWL Articles regarding her duties for receiving the shipment of items, taking an inventory on receipt and making arrangements for selling the materials at the convention;</p>
<p>-set up table and determines hours of sales, i.e. coffee breaks and/or lunch breaks, of CWL supplies at convention, keeping security in mind at all times. Ask Host Convention chairperson to announce the hours during which CWL articles will be for sale;</p>	<p>-meet with contact person at Convention to offer assistance;</p>
<p>-arrange for a cash box in order to keep this money totally separate from the convention funds. Remind persons selling articles, cheques should be made out to CWL <u>Military Ordinariate Council</u>, NOT Convention fund, as the CWL MO Treasurer is responsible to pay the invoice for the CWL articles;</p>	<p>-remind persons selling articles that cheques should be made out to Military Ordinariate Provincial Council, NOT Convention fund, as the CWL MO Treasurer is responsible to pay the invoice for the CWL articles.</p>
<p>-have receipt book on hand for issuance of receipt for each sale to assist in balancing items sold and cash on hand at the end of convention;</p>	
<p>-take inventory at the end of the convention. Reconcile amount sold according to the inventory with cash on hand with give the money to CWL MO Treasurer;</p>	<p>-ensure CWL MO Treasurer receives all monies from CWL articles sale and pays National office;</p>
<p>-make arrangements for unsold material to be packed and returned to National Office.</p>	<p>-request that members from CFB Winnipeg return unsold items to CWL National Office.</p>

CWL MO ORGANIZATION CHAIRPERSON

<u>Theme Day, Workshops & Banquet Speaker</u>
-liase with CWL MO President concerning workshop requirements;
-co-ordinate Theme Day and Workshop sessions as well as the guest speaker during convention; -workshop and guest speaker may be chosen to coincide with National theme or topic(s) of special interest to members;
-confirm that meeting arrangements and equipment are adequate for the needs of the upcoming workshop presentation, liase with Host Council Special Services Chairperson;
-if the workshop is to be conducted on Standing Committees, contact all Admin Cmte members in advance and advise them of expectations, timings and procedure;
-assign someone such as CWL MO Past President, Admin Cmte member, and/or Base Council President to accompany and assist workshop special guest(s);
-assign someone to introduce and thank Workshop presenter; -ensure the Appreciation Certificate or gift is ready for presentation after the workshop;
-liase with CWL MO President and Host Council Convention Chairperson to book a guest speaker for the Convention Banquet;
-assign a member to introduce the Guest Speaker at the Banquet, (obtain Guest Speaker's background information beforehand) and after the presentation, thank the Guest Speaker and present a gift.
<u>Gift Presentation</u>
-prepare a list of gift presentation requirements for the Admin Member assigned to purchase gifts. Including card/gift/ honourarium cheque for speakers, etc.;
-consult with the CWL MO President as to any special presentations;
-host the gift presentations after the Banquet;
-assign Admin Cmte members to present gifts after the Banquet. Each CWL MO Admin member should be asked to make a presentation, so that all are included, if feasible.
<u>The Presentations include:</u>
-Courtesy Resolutions for any special recipients, if applicable. Presented by CWL MO Admin Member;
-Presentation of Kathleen McCrossin Award... Presented by MO President;
- <i>Courtesy Resolutions for Maryline editor(s)/ publishing council... Presented by CWL MO Communications Chair;</i>
-Gift to Convention Chair... Presented by Convention Liaison, CWL MO Past President;
-Courtesy Resolutions for Host Council... Presented by CWL MO Legislation & Resolutions Chair;
-Gift to Host Council... Presented by CWL MO Admin member;
<u>Presentations during Election Year:</u>
-Gift to any outgoing CWL MO Admin members... Presented by other CWL MO Admin member;
-Gift to outgoing CWL MO Past President... Presented by CWL MO President;
-Gift to outgoing CWL MO President... Presented by CWL MO President Elect;
-Gift to outgoing CWL MO Spiritual Advisor... Presented by CWL MO Spiritual Development Chair;
-be prepared to assist CWLMO President with organizational aspect of the meeting and assume the Chair in the absence of the CWL MO President;
-treat the convention meetings as a training opportunity for the upcoming role as President by paying special attention to protocol and parliamentary procedures during convention.

CONVENTION GIFTS

<u>CWL MO Admin Cmte Member For Convention Gifts (as assigned)</u>
-contact CWL MO Convention Liaison to compile list of gift recipients;
-expenses for gifts should be kept within guidelines, in recognition that no token of appreciation can adequately reimburse individuals for the time and dedicated hard work given to the CWL;
-suitable gifts may be chosen from the selection of CWL articles from National Office;
-cost of convention gifts, paper and cards come from the Convention Fund. Arrangements must be made prior to Convention for the Host Council to pay for or reimburse the cost of the gifts and include as part of the Convention expenses;
-gift purchases include (<u>suggested values include gift, paper and cards</u>): <ul style="list-style-type: none">-Theme Day or Banquet Speaker should receive a framed Appreciation Certificate or a gift, value \$25. If the speaker is representing a charity/organization, a donation may be included in the thank you card, and no gift is required. The amount and approval of money (usually \$100) for presentations must be motioned at the Pre-Convention Admin Cmte Meeting;-Convention Host Chairperson(s), value \$25(each);-thank you gift basket for host council, value \$100;
- <u>cost of gifts for departing Admin members, during an election year, come from CWL MO funds, not Convention funds;</u>
-gift purchases include (<u>suggested values include gift, paper and cards</u>): <ul style="list-style-type: none">-outgoing President should receive a suitable personal gift approximately \$100 in value and a Past President pin with a provincial bar purchased from National Office;-outgoing Spiritual Advisor, gift value \$100.-all outgoing Admin Cmte members, including Past President, value \$25.

BOOK DISPLAY

<u>Host Council Contact Person for Book Display</u>	<u>CWL MO Christian Family Life Chairperson</u>
-liaise with CWL MO Christian Family Life Chairperson regarding requirements;	-contact Host Council regarding religious book/article/craft/product display(s);
-contact local Catholic religious book store that would be willing to set up during specified times of the convention. Ensure that these store owners are aware of the location, the nature of the meeting, that costs such as travel, meals and other expenses will be his/her responsibility and that all funds must be kept separate from any convention funds;	-obtain name of distributor(s) from Host Council. During the Convention take time to meet them and thank them for being there;
-arrange for suitable space, tables, etc., for the display(s);	-obtain post-Convention comments from distributor(s) regarding sales and recommendations for future such displays.
-arrange for someone to meet the distributor(s) on arrival and direct to display area;	
-advertise hours of operation to convention attendees.	

CWL MO RESOLUTIONS AND LEGISLATION CHAIRPERSON

-send letter to all Councils early in the year, prior to Convention, providing information regarding the submission of resolutions and the deadline date by which to submit to the CWL MO Resolutions and Legislation Chairperson;
-submit copies of proposed resolutions and accompanying briefs to Admin Cmte as Resolutions Cmte;
-prepare Courtesy Resolutions in consultation with Resolutions Cmte, for Admin Cmte at the <u>spring</u> mid-term meeting. Make any necessary changes, have final draft ready for Pre-Convention Admin meeting, where they will be voted on;
-have Courtesy Resolutions dated and signed by the CWL MO President and CWL MO Spiritual Advisor and if required, have frames ready;
-have Courtesy Resolutions prepared for presentation at the banquet. Make presentation as requested by CWL MO Organization Chairperson.

MEET & GREET

<u>Host Council Contact for Meet & Greet</u>	<u>CWL MO Community Life</u>
-in consultation with Convention Chairperson, contact nearby CWL MO base council to inquire if they would like to host the event. If unavailable, prepare to organize refreshments and entertainment for the evening;	-enquire if more than one Council is involved in hosting, so they can be properly acknowledged;
-ensure meeting room and kitchen facilities are readily available. Assist hosting council with event.	-ensure hosting council(s) has sufficient time to set up prior to start of the Meet & Greet and has list of councils/members who wish to perform skits, if using this format for entertainment;
-organize the exchange of gifts, mug or book exchange or other item as advised.	-at an appropriate moment (do not wait until guests start to leave), say a few words of appreciation to thank those involved in hosting the Meet & Greet on behalf of the CWL MO Council and everyone present.

BANQUET

<p>-The Accommodations and Meals Chairperson organize the Banquet and deal with the food services hereafter referred to as the Banquet Chairperson;</p>	
<p>-Liaison between the Host Council Banquet Chairperson and the CWL MO Banquet Liaison Member is necessary prior to the event. Early consultation is recommended so that details should be worked out carefully. Consult the CWL MO Convention Liaison concerning proper procedure.</p>	
<p>-request list of invited guests from Convention Chairperson and CWL MO Convention Liaison;</p>	
<p>-assign a Base Council President (or Admin Cmte member) to 'host' each guest for the cocktail hour, retain list of who is assigned to whom. Keep yourself without a guest in order to supervise or be available to replace someone who might be called away;</p>	
<p>-be aware of the procedure for the refreshments for guests and inform members. Either a bar tab is set up so drinks can be charged for guests or tickets may be provided to the hostess. Payment is made from the Convention Fund after the dinner.</p>	
Banquet Chairperson	<u>CWL MO Education & Health</u>
<p>-choose Banquet meal from list provided by the facility. Ensure staff is aware of any special dietary needs (allergies);</p> <p>-ensure a microphone and podium are available to ensure that speakers can be heard in all parts of the room;</p>	<p>Host of Cocktail Hour</p> <ul style="list-style-type: none"> - assign council presidents to host special guests - distribute tickets to hosting presidents, for 1-free cocktail for each guest (or inform them of the procedure for payment of drinks)
<p>-prepare a copy of the seating arrangements of the head table when it is known who is attending. The seating capacity depends on the amount of space available, insuring sufficient 'elbow' room for guests. If possible, the head table should be elevated above the floor level.</p> <p>-send a copy of the seating plan to CWL MO Banquet liaison;</p>	<ul style="list-style-type: none"> -enquire from the Banquet Chairperson about <ul style="list-style-type: none"> -procedures for the banquet -the complete list of guests -seating arrangements at the head table -who will say Grace: (CWL MO Spiritual advisor, or Bishop if in attendance) -who will say Closing Grace”(Host Council Spiritual Advisor) -receive copy of seating plan prior to Convention so you are aware of arrangements;
<p>-a suggested seating plan for the head table is:</p> <ul style="list-style-type: none"> Host President/Mistress of Ceremonies Host Spiritual Advisor Guest Speaker, if any CWL MO Spiritual Advisor CWL MO President Military Ordinary/representative National CWL President/representative Military representative Civic representative Convention Chairperson; 	<ul style="list-style-type: none"> -the Host President/MC and the guest speaker should be seated closest to the microphone, which may necessitate the changing of the table seating from the format;
<p>-tables nearest the head table should be reserved for the members of the Admin Cmte, former CWLMO Presidents, Life Members and invited guests;</p>	<ul style="list-style-type: none"> -advise hosting delegates where each will be seated before entering the dining room with the guests; -ensure the Host President and the Admin Cmte assemble in the room sufficiently early to receive the invited guests. A member of the Host Council should be available to introduce the local guests and the members of the CWL MO Admin Cmte who will be seated with them during the banquet;

<p>-direct members to take their seats immediately before the head table is to be seated;</p>	<p>-along with host council members, direct guests, other than those at the head table, to their places immediately before the head table is to be seated;</p>
<p>-arrange for a local piper to come to the banquet to pipe in the head table, if available.</p>	<p>-advise special guests of their seats and procedure to pipe in the head table, if a piper is available; -arrange a reception area where the special guests may assemble with the piper before the banquet; -arrange the head table guests in order of procession, in their seating order, before entering the dining room behind the piper.</p>
<p><u>Order of Proceedings at Banquet</u></p>	
<p>-Host President/MC says a few words of welcome and requests the Military Ordinary to say the prayer for the Holy Father and the Blessing before the meal. If he is not in attendance, either his representative or the CWL MO Spiritual Advisor will be asked to say Grace;</p>	<p>-ensure that those saying Grace before and after meals has been asked to do so prior to commencement of the meal and ensure that these prayers are placed before the prelate or priest who will offer them;</p>
<p>-the MC rises holding a glass of water or wine (never juice) and says "We shall now have the <u>Toast to the Queen</u>. Ladies and Gentlemen, The Queen". All present, standing, repeat "The Queen"; sip from their glass and then sit down. (Glasses are never clinked in drinking the toast to the Queen);</p>	
<p>-MC introduces the <u>Head Table</u>. It is a good idea to ask the audience to withhold their applause until all at the head table have been introduced. -Turning to the left/right, say, "On my extreme left/right the Convention Chairperson; the Commander of CFB; Col.....; President of the National CWL Council,; His Excellency; Bishop of the Military Ordinariate; CWL Military Ordinariate President,.....; Guest Speaker; Host Council Spiritual Advisor; & Myself, Mistress of Ceremonies, (Host) Council President;</p> <p>-after the head table has been introduced and prior to the start of the meal, other special guests seated among the diners should also be introduced;</p>	
<p>-after the meal, MC <u>introduces Special Guests</u> who wish to address the Assembly. Appropriate introduction and acknowledgement after their address should be prearranged by the MO Banquet Liaison. The MC or someone appointed introduces the dignitaries, i.e. Military Ordinary, Base Commander, Local Mayor or Provincial President of province in which the convention is being held;</p>	<p>-prepare introduction and acknowledgement for special guest who wish to address the assembly. -pre-arrange who will introduce and thank each guest. Guest who may be invited to speak include: -the bishop (if pre-arranged); -local Member of Parliament or other civilian dignitary (if pre-arranged); -Base Commander (if pre-arranged); -visiting CWL Provincial President ;</p>

<p>-introduction of the guest speaker and appreciation arranged by CWL MO Organization chairperson. The guest speaker is always the last item on the agenda before the end of the banquet;</p>	<p>-as the Banquet Speaker is arranged by the CWL MO Organization Chair, she will assign member to introduce and thank the special Guest Speaker;</p>
<p>-MC requests the Host Council Spiritual Advisor to say Grace after meals;</p>	
<p>-MC announces any entertainment or any information concerning the next day's agenda and asks delegates to move to adjacent room for presentations, if applicable;</p>	<p>-presentations are frequently held immediately following the banquet in a separate room so that kitchen staff may begin to clear tables quickly. Dessert and/or coffee may be served in the lounge area.</p>

OPENING & CLOSING CEREMONIES

<p><u>CWL MO Spiritual Development</u></p>
<p>The Opening and Closing Ceremonies are generally held in conjunction with Daily Mass</p>
<p>Opening:</p> <ul style="list-style-type: none"> -ensure there is a small table at the front for the Bible, the Book of Life and picture of Our Lady Of Good Counsel. The picture and the Book of Life are placed on the table prior to the opening/closing ceremonies. The picture and Book of Life are to be placed on a small table at the front of the meeting room for the General Assembly; The Bible is processed in carried by the Past President. -contact those who will be carrying the flags. Ensure that the flags and stands are ready; -ask everyone involved in the Opening Ceremony to gather at specific location 15 minutes prior to the scheduled time, to receive last minute instruction and assemble in procession;
<p>Closing:</p> <ul style="list-style-type: none"> -usually the same persons who carried the flags in will carry them out. During election year, the new Admin Cmte members carry the flags out. Ensure that they are advised of the procedure. -after adjournment, the flags are processed out of the church;
<p>Flag Protocol: (from booklet published by Secretary of State Canada c1985)</p> <p>General rules for flying and displaying the Canadian Flag and other flags in Canada:</p> <ul style="list-style-type: none"> -it is appropriate for the Canadian flag to be flown or displayed by individuals or organizations but at all times the flag should be treated with dignity and respect and flown and displayed properly; -when used in the chancel of a church or on a speaker's platform, the flag should be flown to the right of the clergyman or speaker, to the right of the audience or congregation. The flag should not be used to cover a speaker's table or be draped in front of the platform, nor should it be allowed to touch the floor. If displayed flat against the wall at the back of a platform, the flag should be above and behind the speaker; -in a procession, where several flags are carried, the Canadian flag should be a position of honour at the marching right or at the centre front; -no flag, banner or pennant should be flown or displayed above the Canadian flag; -flags flown together should be approximately the same size and flown from separate staffs; -the Canadian flag should be given the place of honour when flown or displayed with other flags: <ol style="list-style-type: none"> a. when two or more than three flags are flown together, the Canadian flag should be on the left as seen by spectators in front of the flag; b. when three flags are flown together, the Canadian flag should occupy the central position, with the next ranking flag to the left and the third ranking flag to the right as seen by spectators in front; c. when more than one flag is flown and it is impossible to hoist or lower them at the same time, the Canadian flag should be hoisted first and lowered last.
<p>Carrying of the Flags:</p> <ul style="list-style-type: none"> <u>Papal Flag:</u> Is placed in the chapel prior to Mass <u>Canadian Flag:</u> Carried by CWL MO President <u>Canadian Forces Flag:</u> Carried by Canadian Forces Member, in uniform. <u>CWL Flag:</u> Carried by President Elect;
<p>-Order of procession for Opening Ceremony as follows: (reverse order for exiting after Closing Ceremony)</p> <ul style="list-style-type: none"> -Standing Committees Chairpersons -Treasurer -Secretary -2nd Vice President -1st Vice President/Spiritual Development -Past President (Carries Bible) -President-Elect (Carries the CWL flag) -President (Carries the Canadian flag) -CF member in uniform (Carries the CF flag)

-Admin Cmte process to their assigned seating. The Past President places the bible on the front table and takes her seat. Those carrying flags, proceed to front of chapel; flags are placed in their stands; flag bearers remain standing for 'O Canada' then flag bearers take their place in the front pew, opening Hymn starts and liturgical members process in;

- altar servers
- Missal carried by the Reader
- Priests.

- If all four flags are to be positioned together on display in the church or the meeting place, the order, facing the congregation is, from left to right: Canadian flag, Papal flag, CF flag and then the CWL flag.

GUIDE FOR PRICING MILITARY ORDINARIATE CONVENTION

* This form is used by the CWL MO Fin Cmte to estimate the Convention costs and to set the Convention fee. Although the minimum fee is set at \$250 as per CWL MO guidelines, it may be increased if deemed necessary.

Estimated Expenses

Cost of food per day F _____
 Cost of Accommodations per day A _____
 Daily Food & Accommodations = Total (F&A) F+A _____
 Cost of Banquet B _____

Admin Cmte Expenses

FA x 12 (Admin Cmte incl. MO SA) _____
 Multiplied by # of days on site (incl. pre & post meetings, usually 5 days) x _____
 = _____
 Plus Banquet cost x 12 + _____
Total FAB cost for Admin Cmte \$ _____ (1)

[*Estimated travel cost for Admin Cmte \$5000.00
 Note: This has been covered by Chap Gen. This cost is not been included in this estimate.]

Convention Guests Expenses

	# of days on site	
Military Ordinary		
National President	_____	
National Spiritual Advisor	_____	
Workshop Facilitator	_____	
Convention Coordinator	_____	
F&A multiplied by # of guests attending		_____
Multiplied by total # of days on site		x _____
Plus B cost x # attending Banquet		_____
Total FAB cost for Guests		\$ _____ (2)

Banquet Guests

	# attending	
Provincial President of hosting province	_____	
Diocesan President	_____	
Guest Speaker	_____	
Base Commander	_____	
Life Members	_____	
Other (Base Chaplain)	_____	
Total B cost for guests = B x # of guests		\$ _____ (3)

Delegates Expenses

F&A multiplied by # of days (3) _____
 Plus B cost + _____
 Total FAB cost per delegate = _____
 Multiplied by estimated # of paying delegates/ members (#7) x _____
Total FAB cost for paying delegates \$ _____ (4)

Miscellaneous Expenses

*Meeting Room - Cost per day x # of days required	_____
*Audio / Video -rental per day x # of days required	_____
Printing & Postage – Convention booklet, menus etc.	_____
Coffee Breaks - # per day x # of days	_____
Welcome Bags – cost x expected # of attendees	_____
Transportation – to/from airport and convention site	_____
Photographer	_____
Piper (*amount that has been paid in recent years)	_____
Pre Banquet drinks for guests	_____
Flowers	_____
Convention Gifts	_____
(Convention Coordinator, Guest Speaker - \$25 each)	
Host Council Appreciation Gift (\$100)	_____
Hospitality Room rental plus expenses	_____
Meet and Greet	_____
Safety Factor	_____
Total cost for Miscellaneous Expenses	_____ (5)

*Note: some of the miscellaneous costs are normally provided free of charge by host Base. The miscellaneous cost is usually estimated at \$1000.

Total Convention Expenses

- (1) \$ _____
- (2) \$ _____
- (3) \$ _____
- (4) \$ _____
- (5) \$ _____

TOTAL EXPENSES \$ _____ **(6)**

Estimate for Setting Convention Fee

Estimated # of Paying Delegates: # of Active Base councils x 2,	_____
plus # of SA	_____
plus # of CWL members/guests	_____
Total	= _____ (7)

Total Expenses divided by estimated # of paying delegates [#6 divided by #7=] \$ _____

Recommended Convention fee for _____ **:** \$ _____
(Year)

**** The Convention fee established at the 1999 Convention, minimum of \$250.00.**
Daily fee established at the 2007 Convention, is \$35.00 and includes lunch, coffee breaks, Convention booklet & \$5 registration fee. Registration fee is \$5.00 and must be paid by all paying delegates.
***** This is a guide only, location may dictate additional or fewer expense.**

THE CATHOLIC WOMEN'S LEAGUE OF CANADA
MILITARY ORDINARIATE PROVINCIAL COUNCIL
.... ANNUAL CONVENTION

REGISTRATION FORM

Location: _____
Date: _____
Name: _____
Address: _____
Postal Code: _____ Phone: _____ Email: _____
Council: _____

Status (check one):

ADMIN CMTE:	<input type="checkbox"/>	COUNCIL MEMBER:	<input type="checkbox"/>
VOTING DELEGATE:	<input type="checkbox"/>	MO LIFE MEMBER:	<input type="checkbox"/>
ACCREDITED DELEGATE:	<input type="checkbox"/>	SPIRITUAL ADVISOR:	<input type="checkbox"/>
OTHER/GUEST: (PLEASE SPECIFY) _____			

Travel Arrangements:

Flight: Arrival: (date) _____ (time) _____ (flight #) _____
Departure: (date) _____ (time) _____ (flight #) _____

Pick up/Drop off required Not required

Other mode of Transportation: _____ Expected arrival date/time: _____

Please specify any special needs: (food allergies, vegetarian, etc.): _____

Is this your first time attending Convention? YES NO

I hereby consent to Convention Photos of myself displayed on the CWL MO Website: YES NO

REGISTRATION DEADLINE IS: _____

EARLY REGISTRATION SPECIAL: before (date) _____ - Convention Fee is: _____

AFTER (date) _____ - Convention Fee is _____

[Extra night accommodation fee is _____]
Convention fee: \$ _____
Single Room/Extra day fee: \$ _____
Daily Fee (Saturday) \$ _____
Banquet: \$ _____
Total fee enclosed: \$ _____

[Cheque Payable to 'CWL MO Convention Fund']

Return not later than 1 May 2011 to: [convention Registrar]

All CWL members and Spiritual Advisors attending the convention are to complete and return an individual Registration Form. Please photocopy as necessary. If you have any questions please feel free to contact the Registrar _____ OR Convention chair _____

For Host Council use only:

Paid
Credential Card enclosed Not applicable

CREDENTIAL REPORT

	<u>Saturday</u>	<u>Sunday</u>
Voting Delegates	_____	_____
Accredited Delegates	_____	_____
Admin Cmte Members (excluding Spiritual Advisor)	_____	_____
<i>(Note: Spiritual advisor is non-voting, therefore not included in credential report)</i>		
CWL MO Life Members	_____	_____
Total Voting Members	_____	_____
<i>(Note: This report is given at the beginning of each daily session. On the last business session, the credential and attendance reports are combined. This report should be written (typed if possible) and handed to the MO Secretary after it is read to the Assembly)</i>		

ATTENDANCE REPORT

Military Ordinary	_____
CWL MO Spiritual Advisor	_____
Admin Cmte	_____
Voting Delegates	_____
CWL MO Life Members	_____
Accredited Delegates	_____
Base Council Members	_____
Base Council Spiritual Advisors	_____
National Executive	_____
Clergy	_____
Guests	_____
Total	_____
*Banquet Attendance	_____
<i>(Note: *Banquet Attendance, is not included in total. It is included for reference only).</i>	

POST CONVENTION FINANCIAL REPORT

		Total
Revenue:	Convention Fee _____	
	Registration Fee _____	
	Banquet Fee _____	
	Daily Fee _____	
	Bank Interest _____	
	Other (specify) _____	
	Total Revenue _____	_____
 Expense:		
	Accommodations _____	
	Food _____	
	Banquet _____	
	Refunds (if any) _____	
	Gifts _____	
	Cake, flowers _____	
	Misc (postage, phone, supplies, etc.) _____	
	Other (specify) _____	
	Total Expenses _____	_____
BALANCE: (Outstanding bills or account balance to be sent to MO Treasurer)		_____

CWL MO Convention Duty Roster

[Suggested Admin Cmte duties, this may be changed as required and assisted members assigned]

		Email - Phone	Remarks	Email
CWL MO Liaison	Past President		See Convention Booklet page 8	
Host Council Chairperson			See Convention Booklet pages 9- 10	
CWL MO President			See Convention Booklet page 12	
Host Council President			See Convention Booklet page 12	
Convention Committees:	Admin Chairperson	Assistant	Remarks	Host Council Rep
Treasurer -fees, refunds, finances	Treasurer		See Convention Booklet pages 13-14	
Secretary -invitations -registration	Secretary		See Convention Booklet page 15 Credential report pg 39	
Accommodations	Liaison		See Convention Booklet page 17	
Meals	Liaison		See Convention Booklet page 17	
Transportation	Liaison		See Convention Booklet page 18	
Hospitality & Special Support	Liaison		See Convention Booklet page 19	
Liturgy -Spiritual Program	Spiritual Development	Spiritual Advisor	See Convention Booklet pages 20-21	
Printing	Admin Cmte as required	President, Past President, Spiritual Development chair	See Convention Booklet pages 22	
Publicity -Press/Photos/Guest Book/Banners	Communications		See Convention Booklet page 24	
Photographer	MO Liaison	Host Chairperson	See Convention Booklet page 24	
National Articles	Organization		See Convention Booklet page 25	
Book display	Christian Family Life		See Convention Booklet page 28	
Theme Day/workshop & Banquet Speaker	Organization	President	See Convention Booklet page 26	
Convention Gifts -Gift Presentations	Admin member assigned	Organization	See Convention Booklet page 27	
Courtesy Resolutions	Resolutions & Legislation		See Convention Booklet page 29	
Meet & Greet	Community Life		See Convention Booklet page 30	
Banquet -Reception prior to Banquet (Cocktail hour)	Education & Health		See Convention Booklet pages 31-32	
Opening/Closing Ceremony Installation/Reaffirmation	Spiritual Development		See Convention Booklet page 34	