

**The National Assembly Planning Process:
Division of Duties between SVdPUSA and Host Local Council
For Years 2015 and Beyond**

Rationale:

The Society's members appreciate the opportunity to visit different Councils and their programs and facilities with each year's SVdP National Assembly. While the Society has little or no control over the varying transportation costs of people travelling to different cities, we can do our best to make the Assembly affordable for National Council members, Executive Directors, guests and the host Council. In order to promote hosting opportunities across the country, the division of duties below between SVdPUSA and the Host Council are designed to keep to a minimum the financial risk and obligations of the Host Council.

Responsibility is herein defined as decision making responsibility. It is assumed that the team of the national office (National President, CEO and staff), local council, and our Event Global leader (Christi Watts) will work in collaboration for most decisions. Likewise while some budget cost items may be the responsibility of one group to fund, the event budget is a collaborative venture and may include registration fees, separate event fees, outside partner/sponsor income and other income streams to make the event affordable and at least break-even if not profitable.

National Assembly Responsibilities of the Society of St. Vincent de Paul National Council:

Coordination of outside event planning services (Event Global, then through this partner)

Overall event budget, accounting and financial reporting

Contractual relationships with host hotel and related vendors, trade show companies, A-V, etc.

Chief hotel liaison (may be delegated to outside services and with help from host council reps)

Overall agenda planning, definitions of workshops, retreats, Youth/Young Adult activities, special presentations, and recruitment of keynote and workshop speakers

National Business Meeting, National Board of Directors and Executive Directors meeting agendas and execution

Recruitment of Sponsors, Vendors and other outside participants

Recruitment of Host Councils for future National Assembly meetings

Coordination of Planning Committee for current and future National Assembly events

Planning and selection of menus for all meals (except at local council evening)

Registration Process, badges, lists, definitions of packet information (supported by local volunteers for fulfillment)

Meeting promotions/advertising

Associated website design services

Selection of Annual Gathering theme and designs (in consultation with local council)

Host Council Responsibilities

Volunteers for all on-site needs

Host a “City Night” at local venue for which separate fee may be charged to offset costs

Coordinate optional tours of local SVdP programs and facilities (Optional fee)

Arrange for all local transportation coordination including airport transport, transport between hotel and meeting/event spaces, to Mass, etc. Includes any VIP transportation needs

Host a Hospitality Desk (directions, local resources)

Provide sponsor/financial support for food and beverages in trade show/hospitality networking area.

Liturgy coordination

Local fundraising to support hosting efforts along with any fees

Host Council budget and accounting that eventually is part of overall Assembly budget

Support one pre-Assembly planning meeting (usually at Assembly hotel) – transportation, possible dinner

Share plans, budgets and other information with future Assembly event planning teams

Reproduction services and compiling of Registration packets