

SECA CONFERENCE POLICIES

PRIMARY PURPOSES

To provide the **membership** with opportunities for:

- Participation in educational experiences that serve their varied professional needs and interests.
- Introduction to national leaders in the field of early childhood and the newest in early childhood educational philosophy and practice.
- Networking and problem solving with colleagues.

To provide the **state leadership** with opportunities for:

- Networking and problem solving with leaders from throughout the South.
- Introduction to major public policy issues in the field.
- Access to information about SECA and its goals and objectives.
- Assisting the Association in defining goals and objectives to better serve the membership.

SELECTION OF CONFERENCE SITES

1. The SECA Board of Directors will be responsible for selection of conference sites. This selection should occur at least three years from the date of the conference and should be based upon the following criteria:

- Location and the appropriateness of meeting facilities at the site.
- Incentives and negotiated rates at the proposed conference location.
- Affordability in housing and travel for conference attendees.
- Rotation among the sites to afford access to all members approximately every 3 years.

2. The Executive Director and/or Board members will conduct site visits prior to recommending a site to ensure its appropriateness for a SECA conference. This recommendation will be presented to the SECA Board for consideration.
3. Upon approval by the Board of Directors of the proposed conference site, the Executive Director is authorized to enter into any final negotiations and to execute the contract.

SELECTION OF KEYNOTE AND FEATURED SPEAKERS

The SECA Executive Committee authorizes the contracting of keynote speakers based upon input from the Board and the recommendation of the Executive Director.

Keynote speakers are selected on the basis of his/her knowledge of the field, presentation ability, and cost. At least one of the keynote speakers should be a nationally recognized expert in a field related to children and families.

All keynote and featured speakers will be under contract to the Association to provide the service.

BUDGET

The conference budget will be included each year in the Association budget that is proposed and adopted by the SECA Board of Directors.

All activities that impact conference expenditures will be approved by the Executive Director within the context of the Financial Policies and Procedures of the Association.

A final report of conference revenues and expenditures will be provided to the Executive Committee at the summer meeting and the Board of Directors at the fall meeting.

CONFERENCE COORDINATORS AND MANAGEMENT

The SECA Executive Director may employ short-term contractors to assist with the implementation and on-site management of the conference. The Executive Committee will review any proposed management contract and authorize the Executive Director to execute or renegotiate the contract. The extent of the contract and number of contractors will be dependent upon the staffing levels at SECA each year.

The SECA Association Budget will include the contractual fees for conference management.

STATE AFFILIATE PARTICIPATION

SECA will extend an invitation to the affiliate in the state in which the conference is being held to serve in the role of hospitality volunteers during the conference. (If the state affiliate declines to participate, SECA will extend the invitation to an affiliate in a state that is in close proximity to the conference site.) SECA will work with the volunteer chairperson to schedule volunteers to ensure that enough volunteers are present to accommodate the meeting participants. SECA will provide complimentary registration to a maximum of 20 volunteers as designated by the state affiliate.

The state affiliate will also be offered a revenue producing opportunity at the SECA conference. This opportunity may include one or both of the following:

1. Educational/fun tours as a pre-conference function
2. A special event

The state affiliate may charge reasonable fees for either or both of these options, and the revenue produced through conference registration for those events will be remitted to the state affiliate within 30 days of the conclusion of the conference. The state affiliate will assume all financial liability for the production of the events. SECA will publicize the events through conference registration materials, provide space in the conference venue for the event, if appropriate, and collect and disburse all revenue produced by the events.

SECA reserves the right to decline the proposal from the state affiliate if it is felt that the proposed event does not fit within the context of the annual conference.

BOARD PARTICIPATION

Each member of the SECA Board of Directors is expected to attend all events of the conference as scheduled by the SECA President and office.

Board members will be provided with a single room during the conference to recognize the time and commitment he/she has made to the annual conference. Board members may choose to allow a state affiliate representative to stay with them without charge to the affiliate.

All authorized Board expenses (travel, housing, transportation, parking, etc.) will be covered by the Association. Housing will be arranged by the SECA office. Travel may also be arranged by the SECA office or the Board member may receive personal reimbursement. Meals provided by the SECA office during the conference are not eligible for reimbursement.

REVIEW OF CONFERENCE PROPOSALS

The SECA Board of Directors will designate a group of individuals (Board Commission, ad hoc committee, etc.) to review and assess the conference proposals submitted for consideration.

A Call for Proposals will be issued approximately one year in advance of the conference in the winter *Dimensions*. It will also be posted on the SECA website. A deadline for proposal submission will be included in the Call for Proposals.

Copies of the proposals will be forwarded to the designated reviewers and recommendations will be summarized by the SECA office. Final decisions concerning the acceptance or declination of proposals and scheduling will be made by the SECA office. All persons submitting proposals will be notified by the SECA office of the status of their proposal.

SECA SUMMIT

The SECA Leadership Commission will plan and implement a SECA Summit each year that is designed to provide an opportunity for the state affiliate leadership to meet together and assist the SECA Board with developing objectives and goals for the Association.

SECA will provide financial support to the state affiliates to assist their leadership in attending the Summit and the conference. The Board of Directors will consider the amount of the stipend and any stipulations related to accessing the stipend each year at the fall Board meeting.

SECA SEMINAR

In recognition of the need to provide cutting edge information and content that is appropriate for the most experienced early childhood professionals, SECA will schedule this Seminar each year and contract with presenters to ensure that the best in current information and knowledge is presented.

The topic of the Seminar will change each year and should be selected based on the current emphasis in the field and in public policy. The inaugural seminar brought Dr. T.Berry Brazelton and his National Seminar Series to SECA in 2006.

SECA BUSINESS MEETING

The Association will hold its annual meeting each year at the annual conference. The agenda for the meeting will include:

- A review of the minutes of the previous year's Business meeting.
- A financial report.
- An annual report from the Executive Director.
- Consideration of any business put before the group, including by-laws changes.
- Recognition of individuals, as appropriate

CONFERENCE SCHEDULING

SECA reserves the right to schedule presenters to ensure balance and content in each designated session. Presenters may request to reschedule; however, SECA's ability to change the schedule is not guaranteed. If acceptable accommodations cannot be made, SECA will offer to cancel the session at the request of the presenter.

The conference schedule should be balanced to provide opportunities for all types of early childhood professionals to participate fully.

RECOGNITION OF STATE AFFILIATES

During the opening general session of the conference, SECA will recognize its state affiliates with a flag ceremony. The President of each state affiliate will be asked to present his/her state flag on the stage to recognize the state affiliate.

This event will be coordinated by the SECA office.

GENERAL SESSION AGENDAS

The SECA President, in conjunction with the SECA Executive Director, will develop the general session agendas. These agendas will include the presentation of SECA awards, recognition of individuals and introduction of the keynote speakers. The SECA office will notify all individuals prior to the conference of their participation in a general session.

SILENT AUCTION

The Division for Development Committee will be responsible for implementing a silent auction each year at the annual conference. Each state affiliate will be asked to donate items for the auction.

All funds raised through the Silent Auction are either designated for a special one-time use by the SECA Board of Directors or deposited in the restricted Division for Development account. The Board of Directors will determine how to utilize these funds each year.

The SECA Fiscal Officer will participate in the final accounting of the proceeds of the auction.

INSURANCE

SECA will ensure that event liability in the amount of \$1,000,000 is available each year for annual conference. Event cancellation insurance may be purchased, if appropriate.

COMPLIMENTARY CONFERENCE REGISTRATION

Complimentary conference registration will be provided to the following:

- SECA Board of Directors
- State affiliate hospitality committee (maximum of 20 volunteers)
- Members of the SECA Editorial Committee
- Lead presenters for interest sessions at the conference.