

Procedure for Hosting N. C. Council of Chapters Meetings

The quarterly meetings of the North Carolina Council of Chapters (NCCOC) are hosted on a rotating, volunteer basis by NCCOC chapters. Unless prior arrangements are made with the President, NCCOC, the host chapter will have a dinner meeting on Friday evening, with NCCOC members and spouses attending, and the NCCOC will conduct a business meeting on Saturday morning with host chapter members and spouses invited.

The host chapter is requested to:

- Propose a Friday and Saturday date during the applicable quarter and coordinate the proposed dates with the President, NCCOC.
- Select a venue and negotiate a price for overnight accommodations at least 60 days prior to the meeting.
- Plan a Friday evening dinner event at, or near, the arranged accommodation site and invite chapter and NCCOC members as paying guests. This dinner event may, at the discretion of the host chapter, serve as a regular chapter meeting.
- Select and negotiate a price for a meeting room, preferably at the overnight accommodation site, for use from 0730 until 1300 for the Saturday meeting. The room should have table seating for 16 chapter presidents, two senior advisors, and a head table for eight. Additional seating should be available for at least 20 people. The cost of the meeting room will be paid by NCCOC.
- Send details of overnight accommodations, Friday evening event, and place of Saturday meeting to NCCOC Secretary at least 60 days prior to the meeting. Include driving directions, a phone number to call for room reservations, and a form to send to the designated chapter officer to make reservations and payment for the Friday evening chapter meeting.
- Provide a large American Flag at both the Friday evening and Saturday morning meetings, and provide a base (to accommodate a 114-inch staff) for the Council flag for the Saturday meeting.
- Provide a sound system if needed; and, if requested by the NCCOC President or Secretary, provide a projector (slide, overhead or video, as desired), a computer with power-point capability, and a screen. Such request to the host chapter should be made by the President NCCOC at least 15 days in advance.
- Make arrangements to have coffee, water, juice, soft drinks and light snacks available in the meeting room on Saturday morning. Costs will be paid by NCCOC, either directly or through the host chapter.
- Arrange appropriate activity for NCCOC and Chapter spouses for Saturday morning. Trips to a local site of interest or interesting shopping areas are appropriate. Or, as a minimum, provide recommended sites with directions. Additionally, invite spouses and other appropriate guests to attend the Saturday morning business meeting.

The North Carolina Council of Chapters will:

- Pay the costs for the meeting room, refreshments, and audio/visual equipment rental, if needed, for the Saturday morning business meeting.
- Invite speakers and/or guests to the Saturday morning business meeting, coordinating with host chapter president as necessary.
- Post meeting arrangements on the North Carolina Council of Chapters website (www.moaa-nc.org/calendar) and send an e-Newsletter announcement of the meeting to all NCCOC members (Chapter Presidents, NCCOC Officers, Past Presidents, Senior Advisors, and Appointed Officers) and NCCOC invited guests at least 30 days prior to the meetings. (Each attending member will make his or her own billeting reservation and their reservation for the Friday evening event.)