

**PRESIDENT'S CONFERENCE WORKSHEET  
NATIONAL VOLUNTEER OUTREACH NETWORK, INC.**



**Approved 2021**

This document of the National Volunteer Outreach Network, Inc. contains the policy and guidelines for the wise management of NVON and principles by which the NVON Board may determine a course of action.



## NVON President's Annual Conference Work Sheet

**NVON President shall appoint NVON Committees – Other than those designated in Policy Guidelines.**

**Bylaws Committee (Appointed by NVON President)**

- Bylaws Committee appointed by NVON President during second year of term to consist of an Executive Committee Member and two (2) state presidents.
- List Committee Chair and Committee members' names. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Committee shall review the Bylaws and make recommendations as stated in Article XI.
- Bylaws Committee will review and propose amendments during the second year of President's term.
- Committee Chair shall send recommendations to Executive Committee for their approval at least 90 days prior to the annual business meeting.
- Committee Chair shall send notice of proposed amendments to the voting delegates sixty (60) days prior to annual business meeting.

**Policy Guidelines Committee – Designated in Policy Guidelines**

- NVON Vice President shall serve as Policy Guidelines Committee Chair with the Executive Committee.
- List Committee Chair and Committee members' names. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Committee shall continuously review and recommend changes to Vice President.
- Vice President shall send recommendations to Executive Committee for review at least 60 days prior to the designated voting date
- President shall send the proposed changes to the NVON Board and Appointed Positions for review at least 30 days prior to the designated voting date.
- Final revision of the Policy Guidelines will be voted on by the NVON Board.
- Vice President shall contact NVON Board that Policy Guidelines are on the website and suggest updating their Policy Guidelines.

**Tellers Committee (Appointed by NVON President)**

- Committee Chair and Committee members' names (Suggest Advisor and two (2) immediate past state presidents).
- List Committee Chair Committee members' names. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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- Tellers Committee counts votes & reports results to President.

Note:

- Secretary mails delegate form to state organizations.
- Secretary receives completed forms and prepares necessary voting delegate packets

**Nominating Committee (Appointed by NVON President)**

- Nominating Committee shall be appointed by NVON President. The committee consists of a member of the Executive Committee as chair with two state presidents.
- List Committee Chair and Committee members’ names. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Committee shall review BYLAW Article IV, Section 2.
- NVON President shall send Nomination Forms six (6) months prior to annual conference to NVON Board.
- Chair shall contact NVON Board requesting applications for open positions one hundred twenty (120) days prior to the annual business meeting. Request should state open positions, their qualifications and a reminder to submit completed nomination forms to the NVON President ninety (90) days prior to the NVON Annual Business Meeting.
- NVON President shall send original nomination forms to Nominating Committee Chair.
- Nominating Committee Chair shall send nomination form copies to Nominating Committee.
- Nominating Committee shall select candidates from those whose credentials have been submitted forty-five (45) days prior to annual business meeting.
- Chair notifies candidates as soon as selection is completed and request their attendance at annual conference for presentation to membership and request that each candidate deliver a 2-3-minute presentation on their qualifications.
- Chair sends copies of completed nomination forms with attachments to NVON Board thirty (30) days prior to annual business meeting.
- Chair shall prepare ballots needed for election.
- Nominations may be made from the floor by any voting delegate at annual business meeting, provided nominees’ credentials have been submitted and accepted by the Nominating Committee at least 24 hours prior to annual business meeting.
- Chair verifies candidates for upcoming election are present.
- Chair recognizes candidates at annual business meeting.
- Chair presents qualifications of candidates at annual business meeting.
- Chair introduces candidates and allow them to briefly speak at annual business meeting.

**Budget Committee – Designated in Policy Guidelines**

- Budget Committee shall be appointed by NVON President. Treasurer shall chair the Budget Committee with the Executive Committee.
- List Committee Chair and Committee members’ names. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Chair shall send a copy of proposed budget to Budget Committee no later than three (3) months prior to the annual business meeting for input/comments.

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- Committee shall review, revise if needed, and approve a budget proposal as submitted by Treasurer.
- Chair shall send a copy of proposed budget to NVON President no later than two (2) months prior to the annual business meeting for input/comments.
- Chair shall send a copy of final proposed budget to The President no later than three (3) weeks prior to the annual business meeting to be mailed with the annual business meeting agenda.
- Chair shall present proposed budget to NVON Board at the meeting prior to annual conference.
- Chair shall present proposed budget at annual business meeting.

**Financial Review Committee (Appointed by NVON President)**

- Financial Review Committee shall be appointed by NVON President, consisting of Secretary as chair with two (2) qualified members, each from a different state. Committee members shall not be from the Treasurer’s state.
- List Committee Chair and Committee members’ names. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Committee shall review financial records and make recommendations.
- Chair shall request the Treasurer to provide the following for review: bills, receipts, check register, all bank statements, cancelled checks, computer accounting records, such as a summary statement and a by category statement and the last two years’ financial reports for comparison.
  - A. Check the year’s beginning balance on the financial report against previous year’s closing balance (These amounts should match)
  - B. Randomly, check some deposits (as listed on bank statements) against income records (such as income receipts in file and annual financial report). For example, verify that a deposit made for a fundraiser, for instance was made in the correct amount.
  - C. Randomly, check expenses (listed in bank statements and annual financial statement) against the cancelled checks to verify amount paid. Alternately, pull several cancelled checks and search for their invoices. There should be receipts and vouchers for all transactions.
  - D. Reconcile at least two months’ bank statements with the treasurer’s register. In addition, balance the last month of the year. If time permits, verify that all checks, used and unused, are accounted for.
  - E. Verify the annual financial report’s beginning and ending balance with the figures in the check register.
  - F. Check bank statements of any savings accounts or certificates of deposit against the year-end financial statement for correct balances. These balances should be indicated on the annual financial statement. Were any transfers made in identical amounts?
  - G. The Treasurer shall be present during the Financial Review to answer questions that may arise.
  - H. On report at annual business meeting include that those records have been reviewed, which records have been reviewed, signatures of the reviewers and the date of inspection. Comments or suggestions may be added.

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- Chair shall present report at annual business meeting and return records to Treasurer.

**Special Project Committee (If needed, Appointed by NVON President)**

- List Committee Chair and Committee members’ names. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- When are items delivered to Conference \_\_\_\_\_
- Where are items delivered to Conference \_\_\_\_\_
- Who forwards them to final location \_\_\_\_\_

**CONFERENCE PROGRAM**

- NVON President shall compile and print annual conference program with logo in color.
- Conference Chair shall provide agenda information to NVON President for printing as developed with final information no later than two (2) weeks prior to the Conference
- Print number of programs in keeping with registered attendees plus a number of extra copies for archives, promotion and recruitment.

**Suggested Layout Information**

**Front Cover**

- Name of Organization
- Date of Conference
- Location of Conference
- Conference Theme
- Number of Conference
- Mission Statement
- NVON Logo
- <http://www.nvon.org>

**Inside Front Cover**

- NVON Board

**Inside program**

- Details of Conference by days, times, names, workshops, activities and room locations
- Rules of the NVON Conference

**Inside Back Cover**

- NVON Committees
- STATE HOST Conference Committee Chairs and Committee members.
- The following statement:
- “Membership is open to people of all ages, regardless of race, color, gender, religion, national origin, disability, political beliefs, sexual orientation, marital or family status.”
- THANKS

**Back Cover**

- NVON History (optional)
- Dates to Remember and locations – NVON, CWC, ACWW
- Upcoming State Conferences location and dates
- NVON Logo and meaning

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**Evaluations Forms**

- Make removable
- Use color other than white
- Print additional copies for registration table