

## **LEGISLATIVE COMMITTEE/EVENT GUIDELINES**

Sponsoring Conferences are those who contribute to events.

### **PROGRAM:**

1. Texas Impact will be responsible for current actions speakers involved in governmental affairs. (Committee will suggest areas which they wish to pursue.)
2. Planning Team will be responsible for all speakers pertaining to matters of United Methodist Women's issues.
3. Morning Praise and meal blessings will be the responsibility of a team member, requesting different conferences to participate.

### **PLANNING TEAM:**

1. Legislative Event Chairperson will be elected at the January Planning Team meeting to serve no more than two years, consecutively.
2. Members will consist of Legislative Event Chairperson, Social Action Coordinator from each conference, President of the Southwest Texas Conference, Treasurer of the Southwest Texas Conference, Registrar, and Local Arrangements Chairperson.
3. Southwest Texas Conference Secretary of Program Resources has the responsibility of ordering and selling literature at the Legislative event and attending the August meeting.
4. Committee meeting dates: April, early August, and early January.
5. Arrangement for the hotel, food, etc. will be the responsibility of the event chairperson with the assistance of the entire committee.
6. Legislative Event Chairperson is responsible for person(s) to prepare and serve breakfast on Tuesday morning of odd numbered years, when the legislature is in session (if committee decides to have a legislative breakfast.)

### **REGISTRAR:**

1. Registrar is responsible for registration of United Methodist Women and will send out confirmation letters. She shall send money to treasurer as received.
2. Registrar will contact the Austin District President for airport shuttle on opening day of meeting.
3. Registrar will ask two or three persons to assist in registration at the meeting if needed.

### **FINANCIAL:**

1. Expenses shall be paid for guest speakers, as required, including accommodations, food, and travel (reimbursed at the Rio Texas United Methodist Women rate.)
2. Treasurer will keep complete records and supply written reports to all team members.
3. Registration fee to the Event will be paid for the Legislative Event Chairperson, Rio Texas Conference President, SWT Conference Treasurer, local arrangements chairperson, and Rio Texas Conference Secretary of Program Resources. These persons listed shall pay the administration fee to the event.
4. Conferences are responsible for expenses of their Social Action Coordinators or representatives to committee meetings and the Event.
5. The Legislative event registration fee will be determined annually.
6. Sponsoring Conferences will contribute \$30.00 per district annually.
7. The membership fee of the Event Chairperson to the Texas Impact Board of Directors will be paid from the Legislative Event Planning Team funds.
8. An annual contribution shall be made to Texas Impact to help defray expenses incurred in coordinating the Event. This amount will be determined annually by the Planning team.

Revised August 9, 2000

Revised August 16, 2005