

FAAA Annual Convention Guidelines

Approved by BOD+BOT on 3/26/2023.

Circulated to Councilors for Feedback on 2/25/2023 Prior to BOD/BOT Approval.

1. Formation of Central Committee:

- Central Committee for the annual convention will comprise members of the BOD, BOT, three counselors, and members of the BOD of the host association
- Central committee will be the final authority for approving the program, guests list, budget, venue, fee, and charges, etc.
- Central committee will form sub-committee to assist it with various functions

2. Sub-committees:

- Program committee (representation of BOD and BOT is required): the committee will be responsible for developing the annual convention program and submit the draft program to the Central Committee for approval
- Finance committee (representation of treasurer and treasure-elect is required): the committee will ensure that the activities proposed by the program committee are fully-funded, assumptions are pressure tested, source of funds are verified, and propose ways to bridge shortfalls, if any.
- Host committee (president-elect and host association members along with BOD and three counselors are required): the committee will be responsible for all executional arrangements including convention venue, lodging and food, travel, and entertainment, if any.
- Promotional and Fund raising committee (include prominent FAAA members and non-members): the committee will be responsible for raising funds for convention from external sources including wealthy individuals, charitable organizations, sponsorships, and other legitimate means as the members find appropriate.

3. Expenses

- Annual convention must try to be self-sufficient and raise all the funds necessary to meet the expenses of annual convention
- In situations where expenses are more than the funds raised (deficit), the central committee may draw a maximum of \$3,000 from the FAAA's reserves, if available.
- In cases where the deficit is more than \$3,000 or the FAAA's reserves are less than \$3,000, the central committee will be responsible for raising additional funds to bridge the gap.

4. Participation

- Assign prominent roles to the members of BOT and sub-committee heads
- Appreciate the committee members at the main function with honorable mentions
- Introduce and recognize new in-coming BOD/BOT members at the function
- Felicitate to the outgoing BOD and BOT members with token awards