

VIRGINIA ASSOCIATION FOR HEALTH, PHYSICAL EDUCATION,
RECREATION, AND DANCE

7.2

Convention Site Selection Committee Operating Code
Revised 04-06-2013

- I. NAME: Convention Site Selection Committee
- II. PURPOSE:
 - A. Secure bids from hotels for next Convention.
 - B. Present bids to the Board of Directors for selection of the site.
- III. ORGANIZATION:
 - A. Membership Composition and Selection
 - 1. Shall be a Standing Committee of VAHPERD.
 - 2. Shall be composed of the current Past President and the two most recent Past Presidents.
 - B. The most senior Past President shall serve as Chair of the Committee.
 - C. If a committee member resigns or is unable to fulfill committee responsibilities, the President shall appoint a replacement.
- IV. RESPONSIBILITIES:
 - A. Nature of Business
 - 1. The site for each Convention shall be selected, if possible, three years in advance of the Convention date.
 - 2. The Committee will secure bids from at least two different cities in the region's geographical groupings (eastern, central, western).
 - a. The Hotel Roanoke will be considered at least once every 6-8 years.
 - 3. Bids must include:
 - a. Sleeping room charge at Convention headquarters hotel
 - b. Meeting room fees

- c. Exhibit hall fee including any charge for tables, extension cords, etc.
 - d. Audio-visual rental charge
 - e. Number and type of complimentary rooms based on occupancy
 - f. Availability of and charge (per person) for continental breakfast, lunch, soup/sandwich, buffet
 - g. Any set-up and takedown charge for meeting rooms
 - h. Space and charge for Jump Rope for Heart demonstrations
 - i. Space and charge (per person) break areas
 - j. Cost of President's Reception
 - k. Cost of all Convention social
 - l. Services provided at no charge by host hotel
 - m. List of sleeping room charges of overflow hotels
4. The Chair shall prepare a written annual report and submit to the Executive Director one week prior to the first Board meeting a the annual Convention.

B. Selection

1. The Site Selection Committee will submit bids with a recommendation to the Board of Directors.
2. Upon adopting the Convention site, the Executive Director shall sign a contract with the Convention headquarters hotel.
3. The Executive Director will provide a copy of the contract to the Past President responsible for the Convention and the appointed Convention Manager.

V. AMENDMENTS:

Operating codes may be changed by submitting a written proposal, including rationale, to the Executive Director. The Executive Director shall submit the proposal to the Board of Directors not less than fifteen (15) days in advance of a vote. The proposal shall be adopted by a majority vote of the Board of Directors.