

**Region IX Blacks In Government
Standard Operational Procedures (SOP)
For
Hosting Regional Quarterly Meetings**

1. PURPOSE:

This is to provide basic guidance and responsibilities for Chapters hosting a Blacks in Government Region IX Quarterly Council Meeting

2. POLICY:

- A. The hosting Chapter President should communicate with the Regional President, or Vice Presidents in his or her absence, to ensure a successful event without conflict of resources, participation or support services.
- B. Plans must be properly coordinated to ensure all requirements are met and resource allocation approval is obtained from Regional Council President prior to the event and expenditure of funds. Regional Executive Committee will review all associated contracts for approval.

3. DEFINITIONS:

- A. A Regional Council Meeting is scheduled once a quarter during the calendar year.
- B. The Regional President may call a Regional Council Special Meeting at any time during the calendar year.

4. RESPONSIBILITIES:

- A. The hosting Chapter is responsible for making all the necessary preparations for the event and completing their preparations in a timely manner.
- B. Members of the hosting Chapter are responsible for assisting the Chapter President with all preparations to foster a successful event.
- C. All bids to host a Regional Council meeting must be made by the Chapter President or his/her designee.

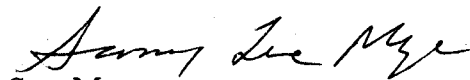
5. PROCEDURES:

- A. The Chapter President will contact the Regional President, Regional Secretary and/or the Correspondence Secretary to identify the date and location of the event at least ninety days prior to event and request additional guidance, as needed. Lodging that offers a government and/or group rate is preferred.

- B. The location of the meeting site will be communicated to the Regional Secretary and /or Correspondence Secretary for dissemination to other Chapter Presidents. A public facility with no cost incurred is preferred. The Hosting Chapter is encouraged to utilized information from local Convention Center and/or Visitors Bureau to obtain best hotel prices/accommodations. Optional meetings may be scheduled for Friday night (training/discussion/special programs) from 6:00 p.m. to 9:00 p.m. Regular meetings are scheduled for Saturday from 9:00 a.m. to 5:00 p.m. (regional business).
- C. The host Chapter will provide light refreshments for Saturday's meeting, i.e., orange juice, continental breakfast, pastries, fruit or bagels, etc. Lunch is the individual regional council member responsibility but local restaurants or catering can be planned or suggested. Call in lunches or reasonable catering is beneficial to a timely meeting and optional.
- D. Region IX will reimburse reasonable cost incurred for brunch to the hosting Chapter. Receipts must be submitted to the Regional IX Treasurer.
- E. Regional Vice Presidents will assist Regional President, Secretary and Correspondence Secretary with follow-up activity, as needed or requested.
- F. Individual participants are responsible for their travel arrangements.

DISTRIBUTION:

This document will be distributed to all Region IX Chapter Presidents, Regional Directors and Regional council members.



Sam Maze
President, Region IX Council
Blacks In Government

June 19, 2007

Date