

THE CATHOLIC WOMEN'S LEAGUE OF CANADA
NEWFOUNDLAND & LABRADOR PROVINCIAL
COUNCIL



GUIDE TO HOSTING
THE
PROVINCIAL CONVENTION

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Section 1: Areas of responsibility provincial council and the host council

Provincial Council

1. Choice of convention site and acceptance of invitation
2. The business of the convention
3. The theme of the convention
4. Invitations to hierarchy, special guests and local dignitaries; list of acceptances should be forwarded promptly to the host council
5. Provide direction and assistance as required regarding liturgy, public relations, the requirements of the resolutions chairperson and the election committee (if an election year) or on any other matter
6. Banquet speaker and other special speakers
7. Plans for any special program(s)
8. Preparation and distribution of any evaluation forms
9. Responsible for meals and accommodations for the Table Officers, meals and accommodations for their guests; annual reports; workshops; printing of convention program and the annual report; resolutions
10. If distance and time allows, the Provincial President should visit the facilities with the host council
11. The Provincial Spiritual Advisor may wish to hold an informal meeting of all the spiritual advisors attending the convention. If he intends on doing this, he should contact the hosting council to advise the type of facility he will require for the meeting.
12. The Provincial Secretary is responsible for place names/positions for table officers

Suggestions for provincial councils when inviting the national president as a guest speaker:

1. Invite the national president to bring greeting from national council, providing her with time to speak to members and other guests about the League, from a national perspective.
2. Allow time during the convention for “dialogue” with the national president. This can be done through questions to and from the floor. Members find this most interesting and even 30 minutes is of value to delegates.
3. If the National President is invited to be the guest speaker at a banquet, she should be advised of a time limit (15-20 minutes) and a topic/theme by the Provincial President.
4. If the council wishes, and if the president agrees, the council could ask her to facilitate at a workshop.

National President’s Expenses

Travel expenses to provincial conventions shall be paid by national council. Hospitality (accommodations, meals, registration) shall be paid by the provincial council.

Host Council: Host councils are usually a parish council for provincial conventions, depending on local policies and traditions.

1. Issues a written invitation to the provincial council to hold the convention
2. Appoints a convention chairperson; convention committees are decided upon with each area of responsibility having a chairperson; the committee holds regular meetings as required

The following committees are only suggested; councils will choose those required based on the size of the convention, and any special needs and customs:

convention committee secretary	printing
accommodations and reservations	public relations and publicity
back-up and support	registration and credentials
budget and fund raising	special events/meals/facilities
decorations	tickets
hospitality	transportation
liturgy	

3. Communication between the provincial council president and the convention chairperson, and between the convention chairperson and her committee members, is most important. All committee members should have an overall awareness of what is going on; it is essential **to work as a team**
4. What makes each convention unique is the different way something might be done; the host council must always remember, however that it is a provincial convention and there will be decisions and directions made by the provincial council that must be followed
5. For conventions that require more than one day, and if held in a hotel, the convention chairperson should stay at the convention site. This will be at the expense of the host council in order to be available at all times during the convention.
6. The host council, after consultation with the council in convention, can invite special guests; these costs are borne by the host council and local guest are asked to reply directly to the convention chairperson
7. The host council is usually responsible for the following: decoration and flowers for meeting rooms; flowers; signs and posters; printing of meal tickets; name tags; meeting and hospitality rooms; local entertainment; lunch and coffee breaks; postage; telephone; rental of equipment; gratuities for pianist, organist and choir; meal tickets for their invited guests

Section 2: Specific duties of host council committees

Convention Chairperson

The convention chairperson, appointed by the host council president, is expected to guide and coordinate local arrangements, in close cooperation and consultation with the spiritual advisor.

Chairperson's Duties:

1. Makes initial contact with possible convention site(s)
2. Consults with the Provincial President regarding special guests, dignitaries and ensures that financial arrangements for special guests, panelists etc. are clearly understood by both parties; arranges for hostesses to welcome special guests and dignitaries, if requested.
3. Gives guarantee number of hotel, or local caterers as the case may be
4. Prepares a budget; sets prices that are not too high (caution should be taken in adding unrealistic surcharges on functions); a convention fund set up at least six months in advance of the convention
5. Prepares any convention announcements in writing and makes announcements when called upon during the conventions sessions

The president of the host council could preside as the hostess for the convention.

The following committees are suggested; choose those that are required based on the size of the convention and any special needs and customs.

accommodations and reservations	back-up and support
budget and fund raising	decorations
hospitality	liturgy
printing	public relations and publicity
registration and credentials	special events/meals/facilities
tickets	transportation

Convention Committee Secretary

1. Takes minutes of committee meetings (which should begin meeting six months in advance of the convention) and distributes to all committee members and to the Provincial President
2. Is available to the Provincial President (if required) during the convention.
3. Following the convention, sends thank you letters in accordance with the list obtained from each committee chairperson

Committee Responsibilities

Accommodations/Reservations

Note: Depending on the size and length of the convention, this committee is optional

1. Accommodations should be in a hotel, or other type of facility, as required by the particular convention.
2. Information on hotels and their convention rates should be included with the registration information.

Back-Up And Support

Note: The purpose of this committee is to lend support to all other committees, where and when needed, throughout the convention.

Duties may include:

1. Checking that water jugs and glasses are in place, microphones are in working order and table arrangements or any other material specifically requested, are in place
2. Acting as “runners” to relay messages
3. Gathering, storing or returning any material and equipment following the convention

Printing

Note: The ticket committee, or other committee chairpersons, may choose to arrange for the printing of function tickets.

1. Each committee should advise the printing committee of its requirements.
 - a) liturgy committee (mass programs and hymns)
 - b) other programs as required
 - c) posters from the publicity chairperson
2. Tickets should be colour-coded and dated for the required functions.

3. The printing committee should ascertain printing cost and be responsible for assembling material.
4. Printing should be completed two weeks in advance of the convention.

Public Relations And Publicity

Note: The chairperson of this committee could be the provincial chairperson of communications; she should be creative and have effective public relations skills.

1. The local public relations chairperson should work directly with the provincial communications chairperson in order to promote the convention to gain maximum attendance, and to publicize the convention locally.

Transportation

Responsibilities (as agreed upon)

1. There should be transportation for the National President and any other special guests at the discretion of the convention committee.
2. Arrangements should be made for those attending the convention that need transportation to/from the church and/or banquet.

Special Events/Meals/Facilities

Note: The chairperson of this committee could be the convention chairperson.

1. It is important to plan well ahead of the convention date to determine catering procedures. Meals should be simple and reasonably priced.
2. The seating capacity of the head table (if applicable) is dependent on the amount of space in the room.
3. Entertainment at the banquet is optional. Remember that there may be a guest speaker and other presentations at this time. If the host council chooses to have entertainment it should be a short program.
4. It is the decision of the host council whether or not to provide door prizes. Some councils provide door prizes but not favors. If door prizes are given, decide on a simple method of awarding them that does not take up too much time during the proceedings of the convention. The provincial president can advise of the times permitted to award the prizes.

Registration And Credentials

1. Determine the procedure for the provincial council regarding registration fees, the amount of the fee, payable in advance to the convention registration committee.
2. Determine the date when the convention mailing from provincial should reach the parish councils. This information should include the following
 - a) registration forms provided by the host council, with specific instructions to return the forms to the host registration committee chairperson; note that it is the responsibility of the person receiving the registrations to make sure that the amount of money submitted is correct and according to the procedure as outlined.
 - b) deadline dates clearly indicated and refund policy stated
3. Ensure there is ample space available for registration.
4. Near the end of the convention session, from the registration sheets, the registration committee compiles a Registration and Credentials Report. The host committee registration chairperson gives this report orally.
5. The completed registration forms, which were submitted to the registration committee, should be available at the registration table on the day of the convention to use as a cross reference if the need arises.
6. Have available for each registrant on the day of the convention:
 - a) large envelope, file folder, or bag
 - b) smaller envelopeIncluded within the small envelope should be the appropriate meal tickets (lunch, banquet) name tag (colour coded), voting cards, if applicable.
Any favors or souvenirs provided by the host council, such as pen and note pad, and any hand- outs as agreed by the host council should be placed in the large envelope or file folder.
A suggested “work bee” a few days prior to the convention to assemble envelopes/folders with the appropriate items would be appropriate.
7. The registration committee decides on the best method of filing the registration envelopes, either alphabetically individually, or by council names, also filed alphabetically.

*Have scissors, tape (both masking and scotch), marker pens, pens, pencils, note pads and tacks on hand.

Budget And Fund Raising:

A projected budget should be prepared as soon as possible and a final balance sheet prepared following the convention.

After the budget has been proposed, fund raising should begin as necessary.

When preparing the budget include taxes, gratuities and projected cost increases. Keep in mind the following points:

- decide who will make the payments for the various functions - find out when the payment is due
- set the policy for refunds, be familiar with the ticket prices and who is to give the final guarantee for the meals

Possible Expenses:

- mailing and postage
- printing - banquet programs, mass programs, tickets
- stationery, if used
- signs and decorations
- local guests
- rooms for use of committee members, if convention facility is a hotel
- registration materials
- local transportation
- entertainment
- equipment rental as may be necessary - projector, p.a. system, copiers
- coffee breaks
- cost of suitable identification material for committee members
- cost of meals or subsidy for committee members
- gratuities - pianist, organist, choir leaders, entertainment
- meeting rooms as required for the pre and post convention executive meetings, business sessions, and any other rooms as indicate by the provincial president

Income:

- individual donations
- surcharge on functions (caution must be taken in adding unrealistic surcharges)
- donations from the province, city, municipality
- fund raising within the host council
- registration fees

Decorations:

The decorations committee takes care of all decorations and signs required. They should be simple, in good taste, and follow the theme.

1. The convention banner should depict the current year's theme. The exact wording must be used as established by the provincial council
2. Use low flower arrangements for the business head table and as table centers for the banquet; flowers for the church are optional.
3. Establish the policy for CWL council-banners and stands required for the convention. The banners must be clean and well-pressed and it is advisable to have an iron on hand.
4. Establish the policy for flags required for the convention: CWL flag, Canadian flag, provincial flag and papal flag. Ensure that flag stands are available and are in good condition. Consult with the convention chairperson where flags and banners are to be placed.
5. Provide place cards for the banquet or other meals IF there is a head table required. League protocol dictates the seating arrangements for the head table guests (see Head Table Seating Arrangements in next section).

The provincial president should give directions concerning reserved seating for special guests, and life members if it is required.

FLAG PROTOCOL

Ranking order of commonly-used flags:

1. Canadian Flag * (may be placed in sanctuary prior to Eucharistic celebration or carried)
2. Provincial flag
3. Papal Flag * (to be placed in sanctuary prior to Eucharistic celebration. It is not to be carried in procession.)
4. CWL Flag

* indicated flags that must be present in a church in any flag display

Hospitality:

The hospitality committee will act as hostesses for the convention, however, each member of the host council should be prepared to extend hospitality.

1. Members of this committee will meet and greet speakers and guests and arrange to welcome dignitaries, guests, life members, so that they may be graciously escorted to their proper places at meetings, banquets, Eucharistic celebrations, etc.
2. Depending on the size of the convention, an information and hospitality desk could be set up.
3. The host committee should be easily recognized by colour-coded name tags. The hostesses could also wear something identifiable, such as a scarf or a ribbon attached to the name tag.
4. One person should be designated for each special guest, greeting her/him upon arrival, and remaining available throughout the day as required. The information on special guests would come from the provincial president when all replies have been received.
5. Greeters at the door could direct all convention delegates to the registration table. They should know in advance where the line-ups for the morning procession and the banquet procession will be formed. The order of the participants in both processions should be given to the chairperson of the committee by the provincial president as soon as all participants are known.
6. The committee should prepare an emergency kit consisting of the following:
 - emergency telephone numbers and addresses of doctors, ambulance, hospital, police, garage
 - blanket and pillow
 - first aid supplies (band-aids, gauze, scissors, aspirins)
 - needle and thread, safety pins

Liturgy:

The following are points to clarify:

1. main celebrant - at the invitation of the Provincial council in session
2. con-celebrants - provincial sends a letter of invitation to the local bishop, the provincial spiritual advisor and the host council spiritual advisor; other con-celebrants would be the parish spiritual advisors in attendance the day of the convention.
3. Eucharistic ministers - chosen by host council
4. mass servers and candle bearers - local custom

5. homilist - bishop or provincial spiritual advisor; Provincial council in session makes the decision and does the inviting
6. readers - chosen by the provincial president
7. prayers of the faithful - prepared by the provincial spiritual development chairperson; reader chosen by the provincial president
8. organist and choir or leader of song - chosen by the liturgy committee
9. hymns - those should be well known, encourage congregational singing and complement the readings and the theme of the mass
10. processions - decide who will be in the entrance procession; offertory (liturgy committee decides with the approval from the provincial spiritual advisor and president).
The Book of Life is brought to the annual convention each year by the provincial chairperson of spiritual development and given to the liturgy chairperson; it is not carried in the procession at any time but placed on a stand or small table in the church sanctuary designated by the liturgy committee prior to the opening celebration. It should be open and marked with a small spray of fresh flowers.
11. ushers - liturgy committee decides on the number required; one person who is familiar with the church and invited guests should be there to greet those who have special seating. It is helpful to use pew cards to identify pews for reserved seating of guests and executive members.
12. Installation/Reaffirmation of Officers ceremony - can take place following the homily or after the final blessing; items needed for this ceremony:

candles and matches
provincial gavel (if an election year)
president's pin (if an election year)
Ceremonies Booklet
sufficient copies of the League Promise for those being installed/reaffirmed
13. The provincial president should advise the liturgy committee of any special guests since a separate usher may be required to assist them
14. in an election year, confirm when the past president's pin is to be presented
15. church decorations are at the discretion of the host council

NOTE: Order of Procession for Mass

1. Provincial President with flag
2. Provincial Life Members
3. Parish Presidents

Section 3:Miscellaneous

INTRODUCING THE HEAD TABLE

Begin with the extreme left, in order, up to the person next to the presider, then the extreme right, to the bishop. The bishop is always the last person to be introduced. Ask the audience to withhold their applause until all have been introduced.

TOAST TO THE QUEEN

The presider gives the Toast to the Queen and, rising and holding a glass of water or wine, says “We shall now have the Toast to the Queen. Ladies and Gentlemen, ‘The Queen’,” Glasses are never clinked in drinking the Toast to the Queen.

THE AGENDA

The agenda is prepared by the provincial president and usually follows this format

1. Words of welcome - president
2. Prayer for the Holy Father and blessing
3. Toast to The Queen
4. Introduction of the head table (can be done just after the desert)
5. Introduction of the guest speaker
7. Guest speaker
8. Expression of appreciation to guest speaker
9. Grace after meal
10. Entertainment - vocal or instrumental selections (optional)

PRESIDER

In chairing any event, the presider should be natural and gracious and her remarks brief but sincerely cordial. She calls on each person by name and, when that person has concluded his/her remarks, says “thank you” (Exception to the rule: not after the person introducing the guest speaker, as the speaker rises upon completion of the introduction.)

Due regard should be shown for any local traditions or practice: the host president and acts upon the advice of her spiritual advisor.

Use the following salutations when addressing bishops, archbishops, cardinals:

Your Eminence, Cardinal _____

Your Grace, Bishop _____

Your Excellency, Archbishop _____

When introducing at the head table, the bishop may be introduced as

Most Reverend _____

Bishop of _____

HEAD TABLE SEATING ARRANGEMENT

Audience

Hosting Council Spiritual Advisor	Convention Chairperson*	Provincial Spiritual Advisor	President	Bishop of Convention	Guest Speaker	Civic Rep.	Hosting Council Pres.*
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Head Table

*if not presiding

Depending on space, others may be seated at the head table. Try to have a balanced table, that is, an equal number of head table guests on each side of the presider.

The presider may be:

- hosting council parish president at a convention
- president at a provincial convention
- convention committee chairperson
- someone appointed by the council in convention

COLOUR-CODING - NAME TAGS

Name tags are prepared by the registration and credentials committee. They should all be white with colour-coded dots or stripes along the edge of the tag and typed with a large print to be read easily or, alternatively, use solid colours with the name typed on white self adhesive labels.

The colour coding at a provincial convention is as follows:

Voting Delegate.....	green
Accredited Delegate.....	orange
National Executive.....	gold
Life Member.....	pink
Hierarchy.....	purple
Spiritual Advisor.....	blue
CWL Member.....	plain (no colour-coding)
Convention Committee.....	red

FLAG PROTOCOL

General rules to consider in all flag situations:

1. All flags displayed together should be the same size and displayed at the same height. No one flag should ever be displayed over another.
2. When two flags are displayed together, the highest ranking flag should be to the viewer's left. This also applies to four or more flags, with the other flags in order of importance, running from left to right.
3. When three flags are displayed together, the highest ranking flag should be displayed in the middle.
4. In processions/parades, as seen by the spectators looking at the head of the colour party (or group of flags), Refer to page 14 - Flag Protocol.
 - two flags - highest ranking to the left
 - three or more flags - highest ranking to the front and centre, with the remainder of the flags in a line behind, running in order of rank from spectator's left to right
5. In any flag situation, no flag should ever be touching the ground.
6. When flown outdoors, flags should be hoisted at sunrise and lowered at sunset. Proper etiquette calls for no flag to be displayed at night.
7. If a flag is flown at half-mast, it should first be hoisted to the pole top, then lowered to the half-mast position. When lowered at the end of the day, the flag should be once more hoisted full-mast before it is lowered.

Specific rules to consider in displaying flags in a church or auditorium: (NOTE: see Flag Protocol - page 11)

1. **Flags Displayed on Floor Stands**
First ranking flag to the left of the altar/speaker, as viewed from the audience/congregation. The next ranking flags all to the right of the altar/speaker, in order of their rank, running from left to right, as seen by the audience/congregation.
Note that it is desirable to keep the highest ranking flag in any floor stand displayed by itself to the left of the altar/speaker.
2. **Flags Displayed From Wall Bracket: (i.e., side wall)**
First ranking flag to the left of the altar/speaker, and closest to these, the next ranking flag to the opposite (i.e., right). The third ranking flag is once again to the left, a suitable distance down toward the audience/congregation from the highest ranking flag. The fourth ranking flag opposite that, and so on.

Sample "Registration form"

The Catholic Women's League
(insert the number)th Annual Provincial Convention
(insert date)
(insert location)

Registration Form

Name: _____

Address: _____

Phone Number: _____

E-Mail: _____

Council: _____

Please indicate whether you are:

Provincial Executive Parish Council President Life Member

National Executive CWL Member Voting Delegate

Spiritual Advisor Visitor Clergy

I will will not be attending the Banquet on (insert date)

I will will not require transportation to the Mass at (insert location)

Note: Each member is responsible for booking her own accommodations.
 Rooms are \$(insert amount) + tax, total \$(insert amount),. Flyer
 enclosed on accommodations.
 Please copy registration form and distribute to each member.

All members should be encouraged to attend Convention!

Please enclose your cheque or money order for \$50.00 with this registration form.
Cheques are to be made payable to :

(insert name of council or special account that has been set up)

When you have completed this registration form, please return it to:

(insert name/address of the person in charge of registration)