DELEGATE RESPONSIBILITIES

1. Present to the Executive Board in writing a request to attend as a delegate. Include your reason for wanting to attend, also what you intend to bring back to the membership.

2. Read the written explanation of what is expected of a delegate.
   A. Prompt attendance at all sessions.
   B. Attendance at any scheduled receptions or evening events that are included
   C. Proper attire:
      a. Business attire at the first day session of most conferences.
      b. Business casual at all other sessions.
      c. Proper evening attire at evening receptions.
      d. **The Tradeswomen Conference is a more casual event and casual attire is acceptable.

3. Attendance at the next General Membership Meeting after the conference is mandatory so you can present a verbal and written report to the membership. The verbal report should be no longer than 5 minutes and should cover a brief summary of the conference and possibly one thing that you found most important or helpful.

   Reports should be coordinated with other delegates to the conference so they are short, but an informative presentation for the membership who provided the funding for your attendance as a delegate.

   Written reports should be more detailed information about the content of the conference. Summaries of workshop attended, names of speakers and presenters.

EXPENSES

Transportation

1. Air fare
2. Transport to the airport
3. Shuttle from the airport to the hotel
4. Airport parking if needed (up to $13.00 a day)

Accomodations

1. Hotel costs are reimbursable for the night before the first full day of the conference through the last day of the conference. Hotels must be reserved at the convention rate, any upgrades are at the expense of the delegate. Movies are not reimbursable, extra cost for use of gym is not reimbursable.

Meals

1. All meals are reimbursable for the delegate only. Any single meals over $25.00 will require a receipt. (As a matter of practice, you should keep and submit all receipts). Meals must be reasonably priced for conference venue. Breakfast $20.00; Lunch $25.00 and in most cases $50.00 for dinner would be the upper limit.

2. Alcohol is reimbursable when consumed with a meal. One cocktail or glass of wine is reasonable. No bar tabs are reimbursed.

3. Room service is acceptable, but again, at a reasonable cost.

If a delegate picks up the tab for another delegate they must note that person’s name on the submitted receipt.

Have fun and remember . . .

YOU REPRESENT LOCAL 595. Make us proud and bring us back good things!