



Convention Steering and Planning Chair Duties and Roles

The APS Convention Steering and Planning Chair along with the committee members selects convention site, initiates planning and works with an appointed Convention Chair for the overseeing of hosting the convention in said location. The Chair of this committee is an oversight/resource/administrative position and does not perform many of the onsite tasks which the Convention Chair will perform with assistance of other committee members.

Position Information

- Any qualified member of APS may fill lead role
- Assigned or renewed by President every 2 years
- Chair appoints Convention Chair with the input and assistance of President and BOD

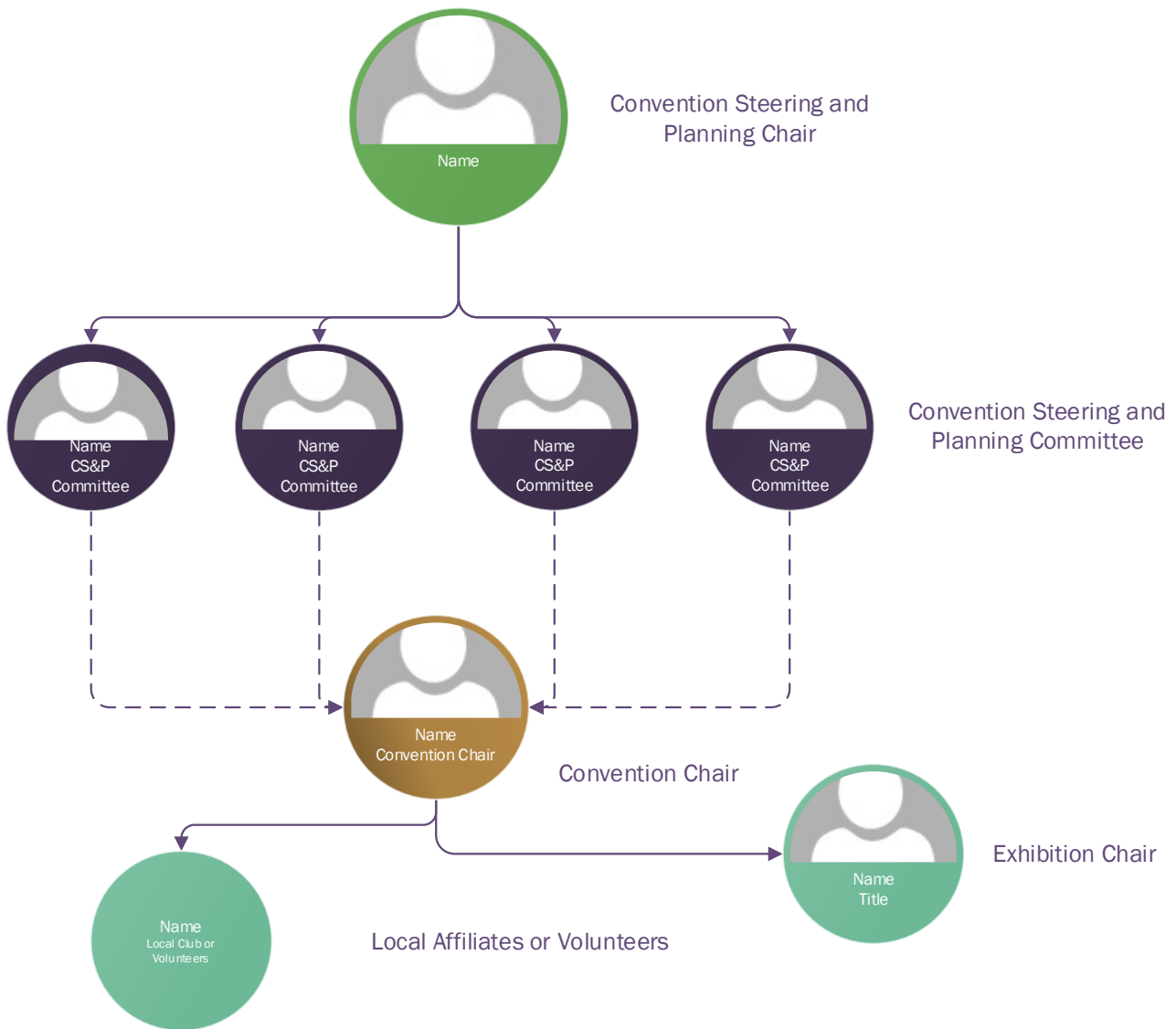
Qualifications

- Leadership skills and interpersonal skills
- Organizational skills
- Strong oral and written communication skills
- General understanding of the goals and ideals of APS conventions
- Willing to attend all conventions
- Experience with prior conventions
- Is able to disseminate information to appropriate people
- Is able to meet deadlines

Committee Structure

The APS Convention Steering and Planning committee is led by the chair. The committee will split duties depending on interests. Typically, if possible, the committee finds a local peony club or garden club to host the convention but if not possible, the Convention Chair is selected from the APS membership to plan the Convention. The Committee will report to the APS board the location and who is the Convention Chair. The APS board then approves the location and will also be responsible for making sure that a budget is determined.

Convention Steering and Planning Committee members are then assigned to assist in all aspects of planning and works with the assigned Convention Chair. While the Convention Steering and Planning Chair along with the committee members are an APS committee with ongoing involvement, the Convention Chair is a one-time appointed person for the given location of a particular year. Chairs also do not have to be singular. It is possible that there can be co-chairs but usually not more than 2 co-chairs.



Considerations

The show and accompanying activities are usually held during a four-day or more period over a weekend. When picking the date and locale, keep in mind the logistics of having the flower show before or after tours. Exhibitors have to transport their flowers to the event and the longer they have to keep them before the exhibition prep time opens, the more stressful it is to get good flowers on the show floor. Much depends on storage facilities and handling.

Location is also dependent on Hotel availability, tours gardens and commercial sites, transportation distances and hubs and other local interest. It is also advisable to rotate regions so as not to have the convention in consecutive regions.

The dates are selected based on peony bloom time and expectations for the exhibition. Will the date allow viewing of local peonies or is it better suited for exhibitors showing flowers? The second week of June has been a traditional date since most members will be able to show flowers however those members located in earlier bloom locations are storing their flowers for longer before arriving.

Summary for Site Selection

- Hotel and transportation logistics
- Exhibition location (Hotel or sponsoring Botanic Garden)
- Tour Gardens and Commercial Sites

- Other local interests
- Safety in travel
- Costs at location
- Optimal Dates
- Supporting members at location (Regional Society or willing members)

It is advisable to select sites at least 2 years ahead and is preferable to have in mind a list of sites 5 years out.

Requirements for Planning

While much of the convention planning will be the responsibility of the Convention Chair. The committee and committee chair will support the planning. This will mean the committee members will have to be assigned specific tasks to assist with the convention planning. The *CHECKLIST FOR THE APS CONVENTION AND EXHIBITION* and *HANDBOOK FOR HOSTING THE APS CONVENTION AND PEONY EXHIBITION* details the positions. Some examples include but not limited to are:

- Hotel Contract
- Speakers
- Bus Tours
- Convention Budget
- Convention Schedule

Convention Planning is a big project and should not be the burden of any one person. It is important that the committee distribute the tasks based on the convention goals. Usually, all conventions will have several components including meetings, peony exhibition, seminars, peony gardens tours, banquets and auction. The Convention Steering and Planning Chair along with the committee members will be interacting with other APS committees including Auction, Seed, Bulletin and Social Media.