



BOLAHUN WORLD WIDE
NATIONAL ASSOCIATION OF NORTH AMERICA
A 501©3 NON –PROFIT ORGANIZATION
WEB SITE: WWW.BOLAHUNWORLDWIDE.ORG



ANNUAL CONVENTION MANUAL

ST. AGNES TODAY



OUR VISION FOR ST. AGNES



PREFACE

The Bolahun Worldwide National Association North America henceforth known and referred to as BWW was established in 2006. Our first National Convention was held Philadelphia PA in June of 2014; since that time we have decided to hold National Conventions annually.

The purpose of this manual is to establish guidelines that will promote uniformity in the planning and execution of the BWW Annual Conventions.

The National Convention Committee shall use this manual as the Standard Operational Procedure for all National Conventions, and will be required to ensure that all member chapters abide by it.

This manual is subject to update and revision as deemed necessary by the standing National Convention Committee and the approval of the National Membership.

TIME FRAMES

- The National Convention shall be held in June of every year on the weekend date agreed upon by the members.
- Bid for hosting the National Convention shall be made by registered BWW Chapters only. Chapters shall submit bids by January 30th of the prior convention year along with a proposed budget and a written implementation proposal to the convention committee. Bids shall be reviewed by Convention Committee and National Leadership. The national convention shall vote on winning bid to determine host chapter.
- For any group to be eligible to host a convention, they must have membership large enough to share the many tasks that go into supporting a convention of our current size. It would be wise if the group (men and women) had attended conventions in other host cities to understand the months of up-front effort involved. It cannot be understated that it is the preparation ahead of time that makes the smoothest and most well received conventions.

Convention Committee:

The Convention Committee is charged with the task of the detailed planning of the BWW Annual Convention for smooth implementation. It shall be chaired by the National Vice President and Co-chaired by the President of the Host Chapter.

- This Committee shall consist of the following three (3) Sub-Committees: Publicity and Program, Finance and Souvenir, and Transportation and Hospitality. The program and Publicity and Finance and Souvenir Committees shall be standing committees. The national President shall serve as Ex-Official for the Convention Committee.
- This program and publicity and Finance and Souvenir Committees Term of Office shall expire as each administration's term of office expires.
- The Positions of Co-Chairpersons for the national Convention which is awarded to the Host Chapter President, Program and publicity Committee which is awarded to a member of the host chapter, and The Finance and Souvenir Committee which is awarded to the Financial Secretary of the host Chapter Shall not be permanent since Conventions rotate among various chapters.
- The national President shall appoint at least 2 members from each BWW Chapter to serve on these committees.

Program and Publicity:

- Committee shall plan all convention programs and is responsible for their content. The National Secretary shall chair this committee.
- This Committee Shall be responsible for publicizing the convention locally and nationally. It shall solicit advertisement for souvenir program. The Co-Chair for this committee shall be a member of the host chapter for each convention.

Finance and Souvenir Committee:

- This committee is headed by the National Financial Secretary and shall be responsible for all financial activities of the convention. The co- chair of this committee shall be the Financial Secretary from the host chapter. The National Treasurer shall serve as a member of this Committee. This committee will work closely with local chapter to develop a budget for every convention.

- *Committee shall print and distribute tickets; develop a focused direction on pre-sales of tickets and reservations, "convention packages" and onsite registration and distribution of packages. Committee shall develop a plan for individual sales and/or discounts, especially at the last minute.*
- Committee shall select vendors for T-Shirts, Souvenir, and all purchases required by the convention. When ordering shirts, committee shall use the reservation form to order women's shirts for women and Men's shirts for men.
- Committee shall prepare, the "convention packages" and whatever they contain and label packages before the convention; this is a task for the local arrangements committee. One idea is to get a local bank or merchant to donate tote bags for the shirt, brochure, and other items; most have them and it's free marketing for them.

Hospitality and Transportation:

- This committee shall be an Ad-Hoc committee and shall be responsible for food, decorations, Hotel, and transportation arrangements for convention attendees. All members of this committee shall be appointed from host chapter.
- Committee shall book a block of rooms somewhere, within 15 minutes radius of the convention venue; this gives members from other cities a common place to congregate if they choose
- Committee shall secure appropriate transportation for the duration of the convention. This vehicle will be used to transport guest from airport, Bus, or Train Stations to and from hotels and convention venue. Vehicle shall also be used to transport logistics for the duration of the convention.
- Committee shall determine if all the convention food, beverage and decorations are prepared by the host chapter, or if the budget allows for full catering. This plan should be submitted to the membership for evaluation and approval when the convention budget is submitted for approval.

FUNDING

The National Convention activities for Friday to Sunday shall be 100% funded by the BWW National in accordance with the approved budget.

- The host chapter and BWW National Convention planning Committee shall work together to produce a final convention budget by October 31st and disseminate copies to all local chapter presidents so that budget get can be finalized by January of the convention year.
- Funds for hosting each Convention shall be made available to the host chapter at least 2 weeks after the budget has been finalized, but no later than April 30th of the year in which the convention is to be held.

FINANCES

During the duration of the National sponsored convention, the National Financial team shall oversee all financial aspects of the convention. In conjunction with the host chapter's financial team, they shall conduct all financial activities at the convention including delegates' registration, convention uniforms sale, door intake, drinks sales, and Sunday offering collection.

- On Friday evening the National Officers, the Financial Committee, and Host Chapter Leadership shall meet to discuss Convention Budget and Execution plan. At this meeting the host chapter will be required to present a preliminary financial report. Host chapter will inform the National about any potential financial or logistical issues needed to facilitate successful execution of the convention.
- At the conclusion of the convention, the host chapter and the National leadership shall meet on Sunday after worship service to discuss the proceeds and expenses, and reconcile all financial intakes before departing. At this meeting the host chapter will be required to inform the National of any additional expense and or income it incurred. Also at the end of worship service on Sunday, the National Financial team shall give a tentative financial report for the three-day National sponsored events.
- In order to ensure prompt financial reporting, both local and National Financial Teams will submit final convention financial report no later than three

(3) weeks after the last day of the convention to the National leadership.

CHECK VOUCHER

Check Voucher shall be used in paying or settling all Convention expenses. The advantage of using check voucher is to keep track as well as written record of all expenses paid at the Convention thus making it easy to make the Convention Financial Report.

VENDOR

The BWW Finance and Souvenir Committee shall have one or several merchants for each memorabilia at the convention. It shall be the responsibility of the National Souvenir Committee to seek out merchants through bidding and select the lowest bidder for all items including convention uniforms, and souvenirs either individually or as a group. The National Treasurer will then pay for these items directly and deduct the corresponding amounts from the approved budget for the convention.

GUEST SPEAKER

A guest speaker shall be utilized when deemed necessary by the Convention Committee. The guest speaker shall be scheduled to speak during the business session of the convention, and or at the program / banquet.

DRESS CODE

Saturday - Everyone attending the business session of the convention must wear approved convention shirt / T-shirt. Dress code for the banquet will be formal attire African. All members will wear a unique material uniform attire. Convention committee shall identify material and wholesale vendor. BWW shall purchase uniform materials from wholesale vendor and resell to members. All profits from sale of uniform material to members shall benefit BWW Treasury.

This manual was written by the following Committee members:

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Ratified and adapted by BWW members on this 17 Day of June 2017 in the City of Minneapolis State of Minnesota