

## **PDTCA Vice President's Report**

January 18, 2020

Submitted by Jill White, Vice-President

1. This year's Honorary President is Jerri Perrin from Praireland Local.
2. We have two recently retired board members who qualify for our Long Service Awards. They are Alysa Amirault and Jordan Fenton.
3. Vests and Name tags:  
If you are new to the board since last convention, please see me at the break to ensure that we get both a vest and a name tag prepared for you. If you were on the board last convention but need a new name tag or vest, please come to see me at the break as well.
4. Here is a reminder of our responsibilities prior to and during convention, as summarized from our Policy Handbook:
  - a. Ensure the banner from your local is available for display at convention by bringing it to the Convention Information booth Wednesday afternoon or the Honorary Presidents reception Wednesday evening. Collect it following the last session on Friday.
  - b. Attend the Honorary President's Reception on the Wednesday evening prior to Convention. Your hotel room, parking, and taxes are covered by the Association for this night only (unless you are sharing accommodations with another board member).
  - c. Usher sessions during the convention and carry out other duties determined by the executive.
  - d. Align yourself with an executive on board to provide assistance when needed.
  - e. During convention, support with the setup and clean up before and after convention.

In addition, please familiarize yourself with our program and venue, continue to wear your vests during the convention hours and be prepared to answering delegate questions throughout.

ATA membership cards are the access passes to convention. Please ensure you have yours with you and remind delegates to do the same. If a session you are attending is full, you will need to provide it, or if you are supervising a full session, you will need to request to see them from attending delegates. Due to fire regulations, we must have all delegates in chairs during sessions. Active sessions still require a chair per delegate attending.

5. The Google doc with the facility orientation tour sign up and duties sign up will be shared next week. Please watch for it and sign up for a short facilities orientation tour and 6 task positions – 3 on each day.
  - ❖ Please check our program information before signing up for duties so that you can best coordinate your schedule to balance attending your prioritized sessions and fulfilling your role as a board member.
  - ❖ **NEW THIS YEAR** – If you speak French, please sign up for French-speaking tasks wherever possible.
  - ❖ Some time slots are longer than others. Please try to ensure that you are signing up for time slots that together equal a minimum of 3 hours so that the workload is more fairly distributed. Time slots that are over 1 hour in length count as two tasks.
  - ❖ If you sign up in a block that has a pre reg room listed, you will need to get the list from Bertha in the pre-con area prior to your scheduled time, and have a pen to cross off the names of pre-registrants.