

How To Get The Most Out of Your Attendance

- ✓ Study the convention program before the session begins.
- ✓ Attend all business meetings.
- ✓ Select the open hearings that will be of the greatest interest and benefit to you and/or your association.
- ✓ Use the NEA free shuttle bus service to get to convention activities.
- ✓ Collect all available information—committee reports, for example, and resolutions—while at the convention. You will be glad to have them when you are back home preparing your report. The daily RA Today and the *Tarheel Tibbits* newsletters will be valuable resources.
- ✓ Plan to give a good report to your local association and/or other groups. Include the things you learned which are important to your local or state association. These may be formal actions, ideas gained from speakers, information picked up from fellow delegates, etc. Avoid giving a travelogue, a blow-by-blow account of the conventions, or over-emphasis on the social side of the meeting.

Delegation Leadership and Levels of Responsibility

Delegation Chair

Leader of the NCAE delegation, speaks for the delegation, appoints committees, chairs delegation caucuses, directs floor strategy, recommends position of motions before the house, serves as an ex-officio member of all committees, chairs the steering committee.

Delegation Vice Chair

Acts in place of the delegation chair in his/her absence. Carries out such duties as assigned by the delegation chair and serves on the steering committee. He/she advises delegation chair on positions to be recommended to the delegation as they surface on the floor.

Delegation Secretary-Treasurer

Charged with keeping accurate attendance records, minutes of delegation caucuses and funds as may be necessary. Serves on the steering committee and carries out other duties as assigned by the delegation chair.

NEA Directors

Responsible for providing input to the delegation on NEA matters as needed. Chair the floor teams and make recommendations to the delegation on the budget, dues, constitution, bylaws or rules as necessary. Serve on the steering committee and other committees as assigned by the delegation chair.

New Delegate Information Coordinators

Serve as the contact people for all new delegates. Informs them of the procedures of the Assembly and the activities of the North Carolina delegation and is responsible for the distribution of materials on the floor.