

Committee Handbook



Revised May 28, 2022

AANR-FLORIDA REGION COMMITTEE HANDBOOK

The purpose of the AANR-Florida Region Committee Handbook is to provide detailed guidelines regarding committee responsibilities and duties. It is intended that this information will be of value to those who are charged with these tasks either now or in the future. *Input from former and current committee chairpersons to the Legislation committee chairperson is essential* to keep this document as up-

AANR-FLORIDA REGION COMMITTEE HANDBOOK

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Club Liaison Committee

(Procedure Manual, Section 505)

NOTE: Please refer to Procedure Manual Sections 400 and 500 for a comprehensive outline of committee responsibilities.

Task	Description
Communications	Establish and maintain credible and reliable communication links with each club's key personnel. While electronic communications are necessary in today's society, they can appear impersonal at time and should not be considered as the sole method of establishing communications with a club.
Club Contact	Club interaction is essential to establish open and personal communications between the clubs, their members and the AANR-Florida Board of Directors. Using the communication links established, contact each AANR-Florida Region club a minimum of four (4) times per year. In addition, schedule an in-person visit to each club a minimum of one (1) time each year.
Existing Club Assistance	Provide existing AANR-Florida Region chartered and provisional clubs assistance with membership enhancement. Share best practices in the areas of public relations and club operations between clubs. Become the "go-to" person when a club has questions or needs assistance. The chain of communication should be: Club to Liaison, Liaison to AANR-Florida Board and AANR-Florida Board to AANR.
Formation of New Clubs	Answer questions regarding formation of new clubs within the AANR-Florida Region. Work in conjunction with the AANR office to complete the required inspection, as well as providing materials and information that will assist newly forming clubs to become chartered.
Natural Disaster Activities	In the event of a natural disaster occurring in Florida, contact potentially affected AANR-Florida clubs to determine the extent of any damage suffered and ensure they are aware that funds may be available via the AANR-Florida Disaster Relief Fund to assist in their recovery. Assist in the application process as needed.
Reporting	Give an annual report to the Regional Assembly and interim reports to the Board of Directors.
Budget	Prepare and submit an expense budget when requested by the Finance Chair.

Convention and Meetings Committee

(Procedure Manual, Section 501)

NOTE: Please refer to Procedure Manual Sections 400 and 500 for a comprehensive outline of committee responsibilities.

Task	Description
Solicit Bids to Host Convention and Board Meetings	Two years prior, solicit AANR-Florida clubs to host a convention or Board meeting. Any landed club can bid to host a convention or Board meeting by submitting the “Landed Club Application to Host an AANR-Florida Board of Directors Meeting or Annual Convention” form. Any non-landed club can bid to host a Board meeting by submitting the “Non-Landed Club Application to Host an AANR-Florida Board of Directors Meeting” form. Bid received are presented to the Board of directors, which votes on the applicants to determine who will be awarded the convention or Board meeting. Once selected, immediately notify the selected club that they have won the bid to host a convention or Board meeting.
Execution of Convention/ Meeting Contract	The convention or meeting contract should be sent to the club immediately after notification that they have won the bid to host a convention or Board meeting. Once the Convention& Meetings chair receives the fully executed contract, it is forwarded to the AANR-Florida Secretary/Treasurer. If difficulty is encountered in getting the contract back from the host club, assistance from the AANR-Florida President should be sought.
Announcement of Meeting Dates & Locations	Work with the newsletter chair to coordinate notification to <i>The Bulletin</i> editor of all meeting dates and locations that have been determined so they can be included in that publication. Meeting dates and locations should be posted on the AANR-Florida website. An article should also be sent to the editor of AANR-Florida’s monthly electronic publication along with a schedule of events, if available. (Check with the newsletter chair for deadline dates.)
Ordering of Convention Medallions or Wristbands (Not applicable to Board Meetings)	Medallions or wristbands to identify registered convention attendees need to be ordered.
Accommodations – On and Off Grounds	Reservations should be made to house the President, Vice President, Member Trustee, Secretary/Treasurer, Board of Directors and committee chairs on the grounds, if at all possible. For both conventions and Board meetings, an e-mail should be sent to those persons inquiring how many days they will need accommodations. The costs of these accommodations

Task	Description
	is paid by AANR-Florida. Grounds-fees are waived for all officials. In the event the club is not large enough to house all officials and attendees, hotels/motels in the immediate area should be checked out and the best price possible negotiated. This information needs to be posted on the AANR-Florida website and in <i>The Bulletin</i>, AANR-Florida's monthly electronic publication and in any communications sent to the clubs.
Meeting Room Arrangements	An enclosed building or a large tent needs to be available to accommodate the Meet & Greet Reception, Board Meetings and/or Regional Assembly. Tables and chairs need to be set up prior to each meeting. Board meetings require a head table for the officers and side tables for the directors in the shape of a "U". Regional Assembly requires a head table to be set up for the officers and chairs set up facing the head table for the convention delegates and attendees. The AANR-Florida microphone/speaker system also needs to be set up prior to each meeting.
Registration at Convention <i>(Not applicable to Board Meetings)</i>	A registration fee of \$10.00 for each convention attendee will be charged. The AANR-Florida registration form capturing registration fee paid, attendees' name, club affiliation and AANR membership number is used to provide an accurate count of how many people attend convention and the total registration fees collected. AANR-Florida is responsible for collecting the registration fee, so persons to man the registration table must be identified and scheduled to cover this area Thursday through Saturday from 8 AM to 5 PM. Once registration is closed, the fees collected are turned over the AANR-Florida Secretary/Treasurer.
Pre-meeting Reception	The Meet and Greet held the evening prior to conventions or Board meetings convening starts at 7 PM and lasts two (2) hours. Food and drink is provided by the club and paid for by AANR-Florida.
Delegate Credentials <i>(Not applicable to Board Meetings)</i>	An area for the Credentials chair needs to be set up prior to the start of the Regional Assembly. A small table and a chair need to be provided for the chair to conduct his/her business. Access to a copy machine and fax should be arranged in the event they are needed.
Meals	A Meet 'n Greet provided by the host club and paid for by AANR-Florida should be available by 7:00PM. Any meals are at attendees own expense.

Task	Description
Activities	Activities (e.g. sports, social activities, etc.) need to be planned for both adults and youth at convention only. Youth activities, while planned by the Youth chair, will be coordinated with the Convention and Meetings chair. The club is responsible for Saturday evening social activities/entertainment for both conventions and board meetings. This is generally a dance with a DJ, live entertainment or karaoke.
Awards Ceremony <i>(Not applicable to Board Meetings)</i>	A place and time needs to be identified to host the awards ceremony on Saturday evening. The microphone system will also need to be set up for this convention event. The following awards need to be ordered: • AANR-Florida Man of the Year • AANR-Florida Women of the Year • AANR-Florida Family of the Year • Most Members in Attendance • Appreciation for Club Hosting Convention Verify with the AANR-Florida President prior to ordering the awards that no additional categories are being given for which plaques, medallions, etc. need to be ordered.
Payment of AANR-Florida Expenses	Arrangements should be made for the Host Club to invoice the Secretary/Treasurer within two (2) weeks of the convention or Board meeting for AANR-Florida expenses.
Reporting	Give an annual report to the Regional Assembly and interim reports to the Board of Directors.
Budget	Prepare and submit an expense budget when requested by the Finance Chair.

Education Committee

(Procedure Manual, Section 509)

NOTE: Please refer to Procedure Manual Sections 400 and 500 for a comprehensive outline of committee responsibilities.

Task	Description
Determination of Scholarship Essay Question	Maintain a pool of possible essay questions from which the current scholarship year's topic is selected by January 1.
Notification of Scholarship Availability	Announcements should be made via the AANR-Florida website, its monthly electronic publication and AANR's <i>Bulletin</i> as to the availability of the AANR-Florida scholarships. These communications should include basic information such as eligibility requirements, entry deadline and the contact person from whom to request a scholarship packet.
Scoring of Applicants	Using the Scholarship Evaluation form (See Procedure Manual Appendix), score all eligible applicants to determine the winner(s).
Notification of Winner(s)	Notify the AANR-Florida President and Secretary/Treasurer of the identity of the winner(s). Notify the scholarship winner(s) and request his/her presence at the AANR-Florida annual convention for presentation of the scholarship award. Determine if the check will be made out to the winner or to his/her college, advising the Secretary/Treasurer accordingly.
Awarding of Scholarship(s)	The scholarships are awarded at the AANR-Florida annual convention during the Education Committee's report.
Runners Up List	Maintain a list annually of worthy runners up in the event a winner fails to enroll at least half-time in a degree-seeking program at an accredited two- or four-year college.
Reporting	Give an annual report to the Regional Assembly and interim reports to the Board of Directors.
Budget	Prepare and submit an expense budget when requested by the Finance Chair.

Finance Committee

(Procedure Manual, Section 507)

NOTE: Please refer to Procedure Manual Sections 400 and 500 for a comprehensive outline of committee responsibilities.

Task	Description
Ways and Means	Identify and recommend appropriate sources of funding to support AANR-Florida events and programs. Ensure compliance with any limitations on the disbursement of restricted funds, etc.
Budget	No later than December of each year, request that each official and committee chair expecting a budget for the following year submit a detailed request, including drivers and assumptions and broken down by category (i.e. travel, meals, lodging, printing and supplies, etc.) and, if appropriate, revenue from the program(s) for which he/she is responsible. Assist any official or chair requesting assistance to prepare his/her budget. Separately summarize the general and the restricted funds data into presentation format for approval by the Board of Directors. Provide a detailed copy of the approved budget to the AANR-Florida Secretary/Treasurer.
Secretary/Treasurer Duties	In the event of a vacancy in the Secretary/Treasurer's position, act in that capacity until a replacement is selected. Sign/co-sign checks when acting in that capacity or in the absence of all other available signers.
Reporting	At each subsequent meeting, present the status of the actual vs. budget for revenue and expenses of all funds, identifying the reason(s) for any variance.

Government Affairs Committee

(Procedure Manual, Section 508)

NOTE: Please refer to Procedure Manual Sections 400 and 500 for a comprehensive outline of committee responsibilities.

Task	Description
Monitor State and Local Legislation	Keep AANR-Florida officials and appropriate AANR office staff abreast of any legislation that could adversely affect AANR-Florida or AANR, making recommendations as appropriate.
Request Members Assistance	Submit articles to club newsletters asking their members to notify you of any anti-nudity ordinances or other problems that may be arise in their counties and cities.
Coordination of Efforts	Coordinate lobbying efforts with the AANR office to ensure consistency and avoid duplication. Liaison with other organizations working for similar purposes.
Reporting	Give an annual report to the Regional Assembly and interim reports to the Board of Directors.
Budget	Prepare and submit an expense budget when requested by the Finance Chair.

Hall of Fame Committee

(Procedure Manual, Section 513)

NOTE: Please refer to Procedure Manual Sections 400 and 500 for a comprehensive outline of committee responsibilities.

Task	Description
Solicit Nominations	Solicit nominations to the AANR-Florida Hall of Fame using appropriate AANR and AANR-Florida media. Such solicitations shall include eligibility requirements and nomination procedures.
Investigate Nominees	Conduct any necessary investigation to substantiate the recommendation, consulting anyone necessary and including research in archives to confirm the information.
Election Process	Send ballots to committee members no later than April 15, including the sources of confirmation of the recommendation. Committee members shall complete the voting process and return the ballots to the chair by May 30. Each nominee shall be evaluated on their suitability for the award with a vote of zero (0) to ten (10), with ten (10) being the highest. The committee chair will total all ballots and average the totals. Only ballots received will be averaged. A nominee must have a vote average of seven (7) or higher to receive the AANR-Florida Hall of Fame award. No more than two Hall of Fame awards shall be made annually. If a nominee does not receive a vote average of three (3) or higher, the recommendation will be returned to the initiator. Recommendations receiving a vote average of (3) or higher will remain in consideration for subsequent years. The maximum length of time any recommendation shall be considered by the committee is five (5) years from the date the recommendation was initially received, after which time the recommendation will be returned to the initiator.
Procure & Award Appropriate Memento(s)	Obtain appropriate award and memento for each new inductee. Add new inductee's names to the Hall of Fame plaque, which is displayed at all AANR-Florida meetings.
Announcement of Award	New inductees are announced at the Regional Assembly and recognized at the Saturday evening awards ceremony as well.
Reporting	Give an annual report to the Regional Assembly and interim reports to the Board of Directors.
Budget	Prepare and submit an expense budget when requested by the Finance Chair.

Internal Administration Committee

(Procedure Manual, Section 502)

***NOTE: Please refer to Procedure Manual Sections 400 and 500
for a comprehensive outline of committee responsibilities.***

Task	Description
Complaints	When AANR-Florida receives a complaint, it is forwarded to the IA Chair for investigation. The IA Chair will review the initial complaint and interview all parties involved. After all information is gathered and reviewed, it should be determined if a solution can be found and what action should be taken. Upon completion of the investigation, the AANR-Florida IA Chair will advise the AANR-Florida President of his/her recommendation for handling of the grievance. The findings or resolution will also be reported to the Board of Directors in Executive Session.
Grievances	The IA Chair also serves as AANR-Florida Grievance chair. Grievances are handled in the same manner as complaints.
Reporting	Give an annual report to the Regional Assembly and interim reports to the Board of Directors.
Budget	Prepare and submit an expense budget when requested by the Finance Chair.

Legislation Committee

(Procedure Manual, Section 504)

NOTE: Please refer to Procedure Manual Sections 400 and 500 for a comprehensive outline of committee responsibilities.

Task	Description
Review AANR-Florida's Ruling Documents	Review AANR-Florida's Bylaws, Certificate of Incorporation, Procedure Manual, Procedure Manual Appendix & Committee Handbook annually to ensure accuracy, completeness and compliance where applicable.
Proposed Changes to AANR-Florida's Ruling Documents	Upon receipt of suggested changes, the Legislation Committee will determine if any of the proposed changes are harmful to the organization or frivolous. If appropriate, a legislation package of proposals shall be prepared for the next Regional Assembly (Bylaws and Certificate of Incorporation) or Board of Directors (Procedure Manual, Procedure Manual Appendix, Committee Guidelines and Liaison Program Manual). Proposals should be drafted as clearly as possible, using correct grammar, spelling and punctuation. If possible, proposals listed in the packet should be in the order in which they appear in the ruling document (i.e. proposed changes to Section 2 precede proposed changes to Section 3, etc.). Each proposal should carry a statement of fiscal impact and clearly explain why the change is being proposed.
Notice of Proposed Changes	Legislation proposing Bylaw changes should be included in the Secretary/Treasurer's convention packet mailed to all clubs no less than 30 days prior to the date the annual Regional Assembly convenes. Legislation proposing changes to the Procedure Manual or other AANR-Florida manuals should be included in the Secretary/Treasurer's meeting packet mailed to all AANR-Florida officials no less than seven days prior to the date the meeting at which they will be considered convenes.
Adoption of Proposed Procedures and/or Forms Changes	A motion should be written for the Board of Directors to accept any amendments or to add/revise forms.
Updating Revised Documents	Provide copies of adopted legislation to the AANR-Florida Secretary/Treasurer to update the appropriate ruling document(s) and electronically distribute revised document(s) in PDF format to all officers, directors, committee chairs and AANR-Florida clubs.
Reporting	Give an annual report to the Regional Assembly and interim reports to the Board of Directors.

Newsletter Committee

(Procedure Manual, Section 514)

NOTE: Please refer to Procedure Manual Sections 400 and 500 for a comprehensive outline of committee responsibilities.

Task	Description
An e-mail message and/or a letter to all board members, clubs and other organizations	An e-mail message or letter should be sent to all board members, clubs and other organizations requesting articles for the newsletter. Explain the type of articles you are looking for, such as: • Upcoming events being held at a club • Upcoming meetings/convention • A trip to a new nudist club • Report on a meeting and/or convention • Puzzles, jokes, recipes Inform them of: • The deadline • Format in which the article should be written • How long the article can be • Format of pictures (ex: jpg, gif, etc.) • FREE advertising for clubs to promote their events
Remind them of deadline	Send a second e-mail message or letter informing them the deadline is nearing.
Approval of newsletter	A copy of the newsletter should be sent to the president via e-mails for review and approval prior to distribution.
Reporting	Give an annual report to the Regional Assembly and interim reports to the Board of Directors.
Budget	Prepare and submit an expense budget when requested by the Finance Chair.

Nominations Committee

(Procedure Manual, Section 512)

NOTE: Please refer to Procedure Manual Sections 400 and 500 for a comprehensive outline of committee responsibilities.

Task	Description
Recruiting	Recruit new people to run for officer or director. (If members express an interest, but feel they are not ready to assume those responsibilities, encourage them to consider asking the President about being appointed as a committee chair.) E-mails and/or letters should be sent to all clubs, and articles should be submitted for publication in the Monthly electronic publication and AANR's Bulletin soliciting nominations for: • Officers • Directors • Honor Awards (Man, Woman and Family of the Year) Include the following information in these communications: • Nominations for officers and directors can be accepted at any time up to election at the convention. • Nominations should be made on the appropriate form and submitted to the Nominations Chair. (See Procedure Manual Appendix.) • Nominees must be AANR-Florida members in good standing who meet all eligibility requirements. (See Bylaws for "Officials' Qualification Chart.) • A deadline date for submitting Honor Awards nominations needs to be indicated in your article. Any entries received after that date are ineligible. • Any AANR-Florida member shall be allowed to make only one (1) nomination per category for Man/Women/Family. (i.e. The same member cannot submit two (2) nominations for Man of the Year, etc.). • No person or family shall be eligible for the Honor award if they received it the proceeding year.
Solicit	Using all available communications methods, solicit nominations for AANR-Florida honor awards (Man, Woman and Family of the Year). If nominations are received, notify the Convention Awards subcommittee chair to order appropriate plaques.
Verify Eligibility	For officers and directors, verify each candidate's AANR membership to ensure that the candidate is a current AANR member in good standing for at least two (2) years. For honor awards, verify that the candidate is currently an AANR-Florida member.

Task	Description
	Candidate for honor award nominations are ineligible if they received the same award in the preceding year.
Report of Candidates for Officers and Directors	Give the Nominations report by reading the names of candidates by the office/honor for which they are running/have been nominated.
Nominations from the Floor	After reading the nominations report and before voting for the different officials takes place, the President shall call for further nominations for officers and directors from the floor. Nominations for each position shall be closed after the third call by the President. Nominations from the floor are not accepted for the Honor awards.
Election Procedure	The AANR-Florida Secretary/Treasurer shall read the roll, with the Tally committee distributing the ballots to the Regional Assembly delegates. Note: <i>In the event there is only one position open and one person running, that person can be awarded the office by vote of acclamation.</i> The Tally committee counts the votes and returns the results to the President, who will announce the winner(s). Note: <i>A non-winner for position selected first may ask to be considered as a candidate for positions that follow on which voting has not yet been done.</i>
Report of Candidates for Honor Awards	At the Regional Assembly, each nomination received in the three (3) categories - Man, Woman and Family of the Year - is read.
Voting	The Regional Assembly then votes on each category. Note: <i>Each club and the AANR-Florida Associates may cast one (1) vote per category. Proxies will <u>not</u> be counted.</i>
Tally Committee	The Tally Committee collects and counts the ballots, returning the results to the President. The Honor Awards winners are announced at the awards ceremony.
Destroy Ballots	Upon completion of all elections, a motion is made to destroy all ballots.
Reporting	Give an annual report to the Regional Assembly and interim reports to the Board of Directors.

Public Relations Committee

(Procedure Manual, Section 506)

NOTE: Please refer to Procedure Manual Sections 400 and 500 for a comprehensive outline of committee responsibilities.

Task	Description
Press Releases	With assistance from the AANR office, work with AANR-Florida clubs to submit articles to local newspapers, <i>The Bulletin</i> , the Monthly electronic publication and other nudist publications about upcoming AANR-Florida events.
Media Training	Ensure that all current officers, Board of Directors, Member Trustee and committee chairs have attended media training. Extend an invitation to all Florida clubs to participate as well.
AANR-Florida Display Booth, Banner & Promotional Items	Use the AANR-Florida display booth and/or banner whenever possible while representing AANR-Florida externally at places/events such as the Visit Florida Welcome Center, fairs, etc. and internally at AANR-Florida club events. Coordinate the purchase of appropriate promotional items to be used at such events with the Revenue Enhancement chair, and solicit brochures from the AANR office and AANR-Florida clubs for distribution. Coordinate staffing of the AANR-Florida booth for those events.
Reporting	Give an annual report to the Regional Assembly and interim reports to the Board of Directors.
Budget	Prepare and submit an expense budget when requested by the Finance Chair.

Webmaster

(Procedure Manual, Section 514)

NOTE: Please refer to Procedure Manual Sections 400 and 500 for a comprehensive outline of committee responsibilities.

Task	Description
Web Host	Identify web hosting company to be used and maintain proper rapport with them.
Design & Maintenance	Design the website and develop all content. Maintain the website, ensuring that all information contained is current.
Links	Evaluate links to include on the AANR-Florida website for appropriateness, etc. Continuously check all links to ensure validity.
Requests for Information	Respond to inquiries received requesting additional information.
Reporting	Give an annual report to the Regional Assembly and interim reports to the Board of Directors.
Budget	Prepare and submit a revenue and expense budget when requested by the Finance Chair.

Women in Nude Recreation Committee

Task	Description
Provide support to nudist women	Maintain presence on AANR-FL website and in AANR-FL monthly newsletter.
Connect WINR groups throughout FL	Encourage all WINR groups to contribute to website and newsletter to share practices and information.
Answer inquiries and assist formation of new WINR groups	Personal outreach to clubs to offer assistance.
Provide support to all clubs regarding WINR questions and activities	Ensure that all club managers and personnel know support is offered to all regarding WINR issues, not just WINR members.
Reporting	Submit annual and mid-winter report of activities.
Budget	Prepare and submit an expense budget when requested by the Finance Chair.

Youth Committee

(Procedure Manual, Section 503)

NOTE: Please refer to Procedure Manual Sections 400 and 500 for a comprehensive outline of committee responsibilities.

Task	Description
Scheduling of Events	Activities for convention attendees ages 18 and under should be coordinated with the Convention and Meetings chair. If the AANR convention is hosted by an AANR-Florida club, the Youth committee shall coordinate Youth activities for that event as well. Upon authorization by the Board, develop plans for and supervise such youth activities as summer camp, etc.
Forms	Obtain medical release as necessary (depending on events planned).
Notification of Events	Coordinate with AANR-Florida's webmaster, newsletter editor and Secretary/Treasurer to ensure that AANR-Florida Youth activities are included in convention information.
Junior Man/Woman of the Year	The AANR-Florida Youth Chair may choose one Junior Man/Woman from youth activity participants each year. Ordering of plaques for these awards should be coordinated with the Convention & Meetings chair.
Inventory and Maintenance of Equipment	An inventory should be taken annually of all AANR-Florida Youth equipment. Maintain and/or repair equipment as necessary.
Reimbursement of Expenses	Keep receipts for all purchased items. Submit all original receipts and statements, along with a completed AANR-Florida Reimbursement Request form, to the AANR-Florida Secretary/Treasurer.
Assist AANR-Florida clubs with Youth Activities	Be a resource to AANR-Florida clubs seeking ideas/suggestions on activities and programs for youth in their membership.
Submit a budget	Prepare and submit a revenue and expense budget when requested by the Finance Chair.
Reporting	Give an annual report to the Regional Assembly and interim reports to the Board of Directors.
Budget	Prepare and submit a revenue and expense budget when requested by the Finance Chair.