

Hosting Guide for the MASFAA State Representative Exchange Program

There are several key players in the MASFAA State Representative Exchange Program. The purpose of this document is to provide details about those players and about the basic expectations of them. The state representative visiting another MASFAA state's conference is referred to here as the guest. The state holding the conference the guest attends is referred to as the host.

It is important to note that guests may be unfamiliar with both individuals and conference traditions of the host association. Some advance planning, in-conference communication, and post-conference follow-up should make the exchange a wonderful experience for all.

The MASFAA State Representative Exchange Program currently is outlined on the MASFAA website as follows.

Each State President or Representative may visit another State Association. The host State Association agrees to cover the cost of the conference registration and hotel. MASFAA will cover expenses all other expenses up to \$500. However, if your total expenses exceed \$500, please submit the entire amount. Once all State Representatives who chose to participate have submitted their costs, MASFAA may be able to reimburse additional amounts if other State Representatives did not utilize their full \$500.

This is a wonderful opportunity to visit with your colleagues in another State and to discuss issues and solutions that your State may have found.

Contact the Delegate-At-Large who is responsible for facilitating this program. If you are unsure who is currently handling this, contact the MASFAA President for further information. Contact information for these people can be reached on the Executive Council page.

<http://www.masfaaweb.org/docs/statepresidents/ExchangeProgram.html>

The 2006-07 State Presidents Elect, many of whom have already participated in an exchange, offer the additional information below in an effort to maximize the quality of future exchanges and to clarify the expectations of the guests and hosts and MASFAA.

Purpose

MASFAA created the State Representative Exchange Program to improve the function of state associations and MASFAA, increase networking opportunities, build leadership skills, and provide a ready-made forum for the generation and sharing of ideas for people serving in association leadership roles. Every effort should be made to allow state presidents or presidents elect to participate in the exchange program. On occasions when these individuals cannot participate, then another person who is expected to continue in a state association leadership role can represent the state.

Exchange Roster

The State Representative Exchange roster is developed by the MASFAA President-Elect and initially shared in the annual retreat. After the initial introduction, changes can be offered and the final roster is posted on the MASFAA website. States are selected based on previous exchanges, with the idea of ensuring that each state has an opportunity to visit each other state. The current exchange schedule is included on page 3 of this document.

Pre-Conference Considerations

The host state association should designate an individual to serve as a liaison for the guest. That individual should contact the guest as early as possible to pass along information about travel and lodging arrangements, desired arrival and departure times, and mode of conference attire. If air transportation is involved and the distance between the airport and conference site is significant, consideration should be given to ride-sharing with a host association member to reduce costs and reduce the travel burden of the guest. In addition, the host association should consider whether they would like the guest to make formal or informal comments at a conference session, or even to conduct an interest session and let the guest know as early as possible. All conference materials and agenda should be made available to the guest through an appropriately accessible medium. Finally, contact information, including cell phone numbers, should be exchanged between the guest and the host liaison to facilitate communication if unforeseen issues arise.

In-Conference Protocol

A representative of the host association should introduce the guest to the conference attendees in an appropriate setting. The guest should be informed as to any particular sessions the host association would recommend attending, any special seating arrangements at group meals, and expected participation in “outside” activities. If there are individuals in the host association who have an existing relationship with the guest, those individuals would be likely designees for this role.

Post-Conference Follow-Up

The liaison should contact the guest following the conference to get an evaluation of the exchange process, including things that worked well and should be continued and things that could be improved. It is appropriate for this information to be shared in the host state report at the next MASFAA Executive Board Meeting. It is also a kind gesture for the guest to send a thank you note to the host association liaison or president.

As a more formal statement of the highlights of the experience, the guest should also prepare a written statement and provide it to the guest’s state association president for inclusion in the state report to the MASFAA Board and in the state association board minutes. Since MASFAA is funding the exchange program, having written documentation of its success could be useful.

Funding

The intent of the program is for the participants to incur no out-of-pocket costs for participating in the state exchange. The costs should be shared between the host state and MASFAA, and on occasion the guest state. The state serving as host in the exchange program covers the costs of the conference and lodging. MASFAA covers transportation and other incidental costs up to \$500. Because MASFAA budgets \$500 per participant, they will offer additional reimbursement to any participant who incurs costs greater than \$500 but only if budgeted funds remain after all participants have been reimbursed and only after all reimbursement requests have been processed. The range of state association conference dates means this may not occur until the end of the MASFAA fiscal year. The participant’s state association should fund any costs not covered by MASFAA.

MASFAA State Representative Exchange Program Schedule

	2016- 17	2017- 18	2018- 19	2019- 20	2020- 21	2021- 22	2022- 23	2023- 24
STATE	Visits	Visits	Visits	Visits	Visits	Visits	Visits	Visits
IL	IA	MI	MN	MO	OH	WV	WI	IN
IN	MI	MN	MO	OH	WV	WI	IL	IA
IA	MN	MO	OH	WV	WI	IL	IN	MI
MI	MO	OH	WV	WI	IL	IN	IA	MN
MN	OH	WV	WI	IL	IN	IA	MI	MO
MO	WV	WI	IL	IN	IA	MI	MN	OH
OH	WI	IL	IN	IA	MI	MN	MO	WV
WV	IL	IN	IA	MI	MN	MO	OH	WI
WI	IN	IA	MI	MN	MO	OH	WV	IL