

SOUTH DAKOTA ASSOCIATION OF ASSESSING OFFICERS INC.
101 E PIPESTONE AVE SUITE E – FLANDREAU, SD 57028-1750



[CERTIFICATE OF GUIDE REVIEW AND UPDATE]

SECTION 1 – SDAAO PROCEDURE AND DUTIES GUIDE

SECTION 2 – SDAAO CONFERENCE PLANNING GUIDE

I HAVE REVIEWED AND UPDATED THESE GUIDES AND HAVE SUPPLIED COPIES TO THE APPROPRIATE SDAAO MEMBERS.

ROWNEA K. GERBRACHT

NAME (PLEASE PRINT OR TYPE)

Rownea K Gerbracht

SIGNATURE

September 7, 2011

DATE

THIS PAGE MUST ACCOMPANY ALL COPIES OF THESE GUIDES.

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SDAAO PROCEDURE AND DUTIES GUIDE

This SDAAO procedure and duties guide is intended as a supplement to the association's articles of incorporation and bylaws. Hopefully this guide will serve two main purposes. First, it should assist new members of the SDAAO executive board, officers and committee members in understanding their duties, responsibilities and association directives in carrying out their assigned tasks. Secondly, it is meant to be a continuing record of the decisions made by the officers and executive board of the SDAAO so that new members will know how things are to be done and in some instances, why they are to be done. The SDAAO is no longer new and much of what has been passed from member to member in an oral manner is now being lost because many of the original and long term members are leaving and the new members must struggle with running the association without the knowledge that has been lost.

Unlike the articles of incorporation and bylaws, this "guide" can be a changing document. When the voting members of the executive board and general membership decide to add, eliminate or change association policy, the guide may be changed to reflect those decisions. The executive board should decide whose duty it will be to maintain, update and distribute this guide. Each year that person must review all of the association minutes for the year (any not previously incorporated in this guide), and add, change and delete references in this guide as dictated by those minutes. Any official actions taken by the executive board should be incorporated in this guide if they affect the rules, procedures, responsibilities or authorities of any SDAAO member. It will be the responsibility of the Past-President to see that the guide has been updated and report the same to the Executive Board.

The procedural guide will be divided into three parts. The first will concentrate on the responsibilities, duties and authorities of the executive board and officers. The second will be directed to the committees and others given specific duties and responsibilities by the SDAAO executive board. The third part will be for any other items that may not be directly related to any executive board member or committee but that is an item that should be recorded in this guide and passed on to the next executive board.

SDAAO ELECTED OFFICERS

PRESIDENT

As per the bylaws of the South Dakota Association of Assessing Officers, Article II, Section 3:

1. He shall be the chairperson of the Executive Committee.(Board of Directors)
2. He shall preside at all meetings held for the purpose of transacting any Association business.
3. He shall appoint all committees.
4. He shall perform other such duties from time to time, assigned to him by the Executive Committee (Board of Directors) and the Association.
5. He shall appoint regular members to fill vacancies in the offices of Secretary and Treasurer when they occur.
6. He shall keep an active line of communication with the Treasurer. Let them know ahead of time whenever possible what payments need to be made, even during conference and school.

These are some other Duties that have become part of the Association Presidency:

1. Plan and hold the annual educational conference.
2. Advise and instruct the Legislative Committee on pending legislation with the assistance of the Executive Board. (Board of Directors)
3. Is an adviser to committees on projects the president would like to pursue.
4. Represent the Association at functions of other professional organizations.
5. Participate in the South Dakota Department of Revenue and Regulation Liaison Committee.
6. At May Executive Board meeting get approval to enter into a contract with the Department of Revenue for the SDAAO Annual Assessor's School.
7. Sign contracts for the participation of the Association in the annual assessor's school.
8. Submit all conference and school budgets to the Executive Board for their Review prior to entering into a binding agreement with the vendor.
9. Work with the IAAO Committee to be sure we receive the SDAAO coupon for a free conference registration. This is given to states that give the membership listing to IAAO. The President uses this coupon, if he chooses not to use the free registration, then it is to be given to recipient of an IAAO conference registration scholarship.

PRESIDENT ELECT

As per the bylaws of the South Dakota Association of Assessing Officers, Article II, Section 3:

1. He shall exercise all the powers and duties of the president during his absence or inability to serve, and shall assist the president to the extent he may be directed to do so.

These are some of the other duties that have become a part of the office of President Elect.

1. Updating these guides in the event the past president is unable to perform this task. This will be done by reviewing all minutes of Association meetings, and by requesting suggestions for updating the guide from all other elected officers. Once the guide has been reviewed and updated, copies should be made and sent to all current elected Officers and the Registered Agent. Copies need to be sent to District Chairpersons and Committee Chairpersons only if the changes would affect their duties or responsibilities. When the committee members are selected by the President Elect, ask them to attend the Executive Board meeting following the annual conference to receive the updated procedural guides.
2. Actively work to maintain and update the association portion of the Department of Revenue and Regulation Web page. Currently Department of Revenue and Regulation Sr. Statistician, is doing the updating.
3. Coordinate with the County Commissioners Association and Department of Revenue and Regulation for the spring workshop.
4. Coordinate the gift-giving process for any SDAAO member of 15 years or longer. This gift is to be given from the SDAAO, and shall be approximately \$50 in value

VICE PRESIDENT

As per the bylaws of the South Dakota Association of Assessing Officers, Article II, Section 3:

He shall exercise all the powers and duties of the president elect during his absence or inability to serve, and shall assist the president to the extent he may be directed to do so.

These are some of the other duties that have become a part of the office of Vice President:

1. Obtain the plaque for the outgoing president to be presented at the annual banquet.

SECRETARY

As per the bylaws of the South Dakota Association of Assessing Officers, Article II, Section 3:

The Secretary shall keep an accurate and up to date list of all Regular and Associate Members, and shall keep minutes of business transacted by the Association at its regular or special meetings, and a list of attendance at all regular or special meetings of the Association. The Secretary shall be required to prepare and read, at each annual meeting, the minutes of all Association and Executive Board (Board of Directors) meetings held since the immediate past annual meeting.

These are some of the other duties that have become a part of the office of Secretary:

1. Distribute minutes of meetings to the District Chairpersons, Publication Committee, Department of Revenue and Regulation and the Registered Agent.
2. Send copies of ALL official documents to the Registered Agent.
3. Notify all Executive Board (Board of Directors) members of meetings.
4. Make copies of all minutes and other official documents for the official files kept by the Registered Agent.

TREASURER

As per the bylaws of the South Dakota Association of Assessing Officers, Article II, Section 3:

The Treasurer shall keep all records and make an account of all cash receipts and disbursements of the Association at each annual meeting.

These are some of the other duties that have become a part of the office of Treasurer:

1. Assist in the registration at the annual conference.
2. Assist in the registration of the annual school.
3. Send copies of the Treasurers reports to the registered agent.
4. See that the annual tax filing with the IRS is done.
5. Bill the counties for the membership dues annually.
6. Make copies of all official reports and other treasurer's documents for the permanent records of the Registered Agent.
7. Make sure that the annual IAAO membership dues for SDAAO are paid.
8. Prepare the annual SDAAO budget and present to the Board of Directors.
9. Contact the tax service for the SDAAO with the treasurer's address upon taking office.

DISTRICT CHAIRPERSONS

Each of the nine districts shall have a chairperson serving a three-year term as per Articles of Incorporation and By Laws, Article II section 2:

Among the duties are:

1. Serve on the executive board as a voting member.
2. Serve on the Forms Committee.
3. Compile and submit news from the district to the Publication Committee.
4. Call District meetings from time to time to discuss matters concerning the district and the Association with the district members. (District members are all Association members in the district, not just the Directors of Equalization).
5. Disseminate news and information to district members that is of interest to the members (not limited to “Official Association Business”).
6. Assist the Effective Efforts / Membership Committee with maintaining a current list of members and addresses and news of district personnel.
7. Make sure all district members receive minutes of all association meetings.
8. Send district meeting minutes to the Publication Committee, the Department of Revenue and Regulation and the Registered Agent.

REGISTERED AGENT

The Registered Agent is the bonded agent for the association.

Among the duties as decided by actions of the executive board (Board of Directors) are:

1. See that the bond required by the articles of incorporation is in place and in effect each year.
2. Cosign all Association checks signed by the Treasurer.
3. Participate on the executive board (Board of Directors) as a voting member.
4. Should attempt to maintain a copy of all official documents and records of the association. Since the officers change each year, the registered agent can be the continuity in keeping records for the Association. These copies should be supplied to the Registered Agent by the various members of the Association charged with creating those records and in such a manner as to allow the Registered Agent to file and maintain those records easily. This may be done with either hard copy or electronic copy, at the request and preference of the Registered Agent. If the registered agent's address changes, notify all those from whom correspondence is received of the change of address.
5. Sign the IAAO membership application each year.
6. Hold, keep, and maintain the SDAAO credit card, its use to be restricted to the guarantee of meeting rooms for the SDAAO conference, and school. The registered agent will complete any paper work required for and by the use of the SDAAO credit card.

EX-OFFICIO MEMBERS

1. Secretary of Revenue and Regulation, State of South Dakota
2. Director of Property and Special Taxes Division, South Dakota Department of Revenue and Regulation

PAST-PRESIDENT

1. It shall be the duty of the Past President to review and update the “Conference & Procedural Guide” each year immediately following his/her presidency. This will be done by reviewing all minutes of Association meetings, and by requesting suggestions for updating the guide from all other elected officers. Once the guide has been reviewed and updated, copies should be made and sent to all current elected Officers and the Registered Agent. Copies need to be sent to District Chairpersons and Committee Chairpersons only if the changes would affect their duties or responsibilities. If the Past President is unable to perform this duty, this duty shall pass to the President Elect.
2. It is the duty of the out-going (past) president to make a written conference report following the annual conference and see that a copy of this report is made available to the new President and other elected officers and registered agent.

SDAAO COMMITTEES AND THEIR DUTIES

ASSOCIATION PHOTOGRAPHER:

This position has been combined with the publication committee

AUDIT COMMITTEE:

A committee of three persons (their jurisdictions preferably located in the geographical area of the out-going treasurer to avoid extensive travel expense) will be named to perform a methodical examination and review of the South Dakota Association of Assessing officers account books. Such audit of the ledger shall occur as soon as possible following the annual meeting of the SDAAO and before the Treasurer's books are conveyed to the new SDAAO Treasurer. Taken from SDAAO By Laws II Section 3 – At the annual meeting of the Association there shall be appointed by the President, a committee of at least two regular members of the Association to audit the records of the Treasurer, consisting of the receipts and disbursements for the preceding year, and make a report to the President of their findings within 30 days after the annual meeting. The audit committee shall assist the treasurer in filing the proper forms each year with the Internal Revenue Service. This will be done by having a tax preparer file said forms for the Association.

This committee should also have an additional two permanent members. Those being, the registered agent and that member appointed by the executive board (Board of Directors) to balance the monthly bank statements. (Having a member balance the monthly bank statements is on a recommendation of the bonding company. They felt someone not signing checks should receive and balance the Association's bank statements each month.)

CAA (CERTIFICATION) COMMITTEE:

This is not a committee of SDAAO. It is a Department of Revenue and Regulation Committee. Its duties are to set standards and criteria for certification as a CAA (CERTIFIED APPRAISER ASSESSOR) in South Dakota. This Committee will bring concerns, questions, opinions, and suggestions concerning the certification process to the department and report back to the association. They are also responsible for distributing copies of the SDAAO Articles of Incorporation and By Laws to newly certified members. Besides the members appointed by the president, this committee will have the Secretary of Revenue and Regulation, Director of Property and Special Taxes Division and the certification director for the Department of Revenue and Regulation as permanent members. (The permanent members are present because the certification of members is a legislated duty of the secretary of revenue and regulation and cannot be delegated to the association.)

CONFERENCE COMMITTEE:

The president, the members of his district, and any other members the president asks to be on the committee. This committee assists the president in planning, arranging and presenting the annual conference.

COMPUTER COMMITTEE:

This committee, when the president feels a need for it, is chosen by the president for their experience and expertise on computers and software. This committee will assist members with computer questions and advise the executive board (Board of Directors) on matters pertaining to computers and computerization of work and records.

CSDA COMMITTEE:

This committee consists of the three CSDA officers; Chairperson, Vice Chairperson and Secretary, elected by the CSDA members at their annual meeting.

It will be the duty of the Secretary of the CSDA committee to obtain and maintain a list of all active and inactive CSDA members and to invite them to the annual CSDA luncheon held at the annual SDAAO conference. It will be the duty of the CSDA Chairperson to make arrangements with the SDAAO president for that annual luncheon.

It will also be the Responsibility of the CSDA Committee to make arrangement for the safe keeping and updating of all CSDA material, including but not limited to, certificates, pins, books, rules, minutes, membership lists (including past and deceased members) and any other records that from time to time become a part of the CSDA legacy.

EDUCATION COMMITTEE:

This committee is to assist the department in implementing and funding educational programs connected to the appraising process in the state. This committee will among other things, assist in finding topics for the annual school, work with the department in locating funds for education programs, funding equipment necessary for schools, and creating and managing a professional library. The committee is also in charge of sending informational packets to all new assessing personnel. The education coordinator for the Department of Revenue and Regulation is a permanent member.

Members of this committee will also be responsible for the SDAAO Scholarship Program. Those responsibilities include deciding the number and amount of scholarships to be given each year, reviewing the applications, and choosing the successful candidate(s). The chairman will be the contact person for forms, will notify successful applicants, see to it the treasurer disperses the scholarship funds, and send all related information to the registered agent to become a part of the SDAAO permanent records.

Members of this committee will also be responsible for the NCRAAO Scholarships. The scholarship information follows.

SOUTH DAKOTA ASSOCIATION OF ASSESSING OFFICERS INC.
101 E PIPESTONE AVE SUITE E – FLANDREAU, SD 57028-1750

SDAAO SCHOLARSHIP PROGRAM

SPONSORED BY THE SOUTH DAKOTA ASSOCIATION OF ASSESSING OFFICERS INC.

The association scholarship fund will be five percent (5%) of the association's un-obligated funds as of December 31st of each year. The education committee will decide on the number and amount of scholarships to be awarded from this fund but no scholarship awarded will be less than five hundred dollars. The recipient(s) shall be at least a second semester registered full time undergraduate student at an accredited University, College, or Vocational / Technical certification program in the state of South Dakota, have at least a 2.5 - grade average in the previous semester, shall be a child or grandchild of a regular member of the SDAAO. The scholarship will be awarded upon receipt from the successful applicant of proof of registration for the next term.

A form shall be devised by the SDAAO with the minimum following information: Applicants name, address, zip code, home phone number, birth date, county of residence, high school attended, college GPA, University, college or vocational school currently attending, credits obtained to date, credits to be carried in the next semester, Occupational objective, years of college needed to obtain occupational objective, degree or degrees the applicant hopes to obtain, name of parent or grandparent in the SDAAO, listing of applicants work experience.

The chairperson of the SDAAO Education Committee will be the contact person for forms for the scholarship. In the event of an absence of the committee chairman the SDAAO president shall preside. The forms shall be postmarked no later than April 1. The entire Education Committee will review the applications and choose the successful candidate(s). All applicants will be notified as to whether or not they have been awarded a scholarship by the committee following the committee's selection. The scholarships will be awarded during the SDAAO annual conference. The successful applicants will be notified by the Education Committee Chairperson. If the successful candidate desires he/she may attend that years SDAAO conference without fee.

In the event that there are no qualifying applicants in any year, the un-awarded scholarship money will be added to the next year's scholarship fund to either increase the amount or number of scholarships, though no scholarship less than five hundred dollars will be awarded.

It will be the responsibility of the Chairperson of the education committee to see that the treasurer properly disperses the scholarship money and that the amount of the scholarships awarded along with the application forms of the successful applicant(s) are placed in permanent record of the SDAAO in the hands of the registered agent.

This addendum is for the fall term, 2004 only. Due to the time constraints in instituting this program for the 2004 fall term, for the first scholarships only, the education committee, upon approval of this program by the general membership at the 2004 SDAAO conference, may award scholarships according to the approved criteria for the fall 2004 term. For this term only, applications may be received by August 1, 2004 and the scholarships will be awarded by September 1, 2004.

SOUTH DAKOTA ASSOCIATION OF ASSESSING OFFICERS INC.
101 E PIPESTONE AVE SUITE E – FLANDREAU, SD 57028-1750

SDAAO Scholarship Program

Application

The South Dakota Association of Assessing Officers Inc. annually offers scholarships to students attending an accredited university, college or vocational / technical institute in the State of South Dakota. We feel that this enables our membership in a small way to encourage our young people to strive for an education beyond high school while remaining in the state.

We do appreciate your interest. Please fill out the application form and return it to the SDAAO registered agent at the address listed below. All information requested must be included. If you would like additional forms or information you may contact the SDAAO registered agent. The SDAAO registered agent must receive the application by April 1st for the application to be considered.

The SDAAO has only a limited number of scholarships available so unfortunately, not all applicants may receive one. There is no set dollar amount for the scholarships, but the SDAAO will not award any scholarship less than \$500. The scholarships are awarded by a decision of the association's education committee. You will be notified of the education committee's decision whether or not you have been awarded a scholarship. For the successful applicant to receive his/her scholarship, you need only to show proof you have registered for your schools next term. The SDAAO treasurer will issue the scholarship as soon as they have been notified by the education chairman of the applicant's eligibility. Successful applicants may attend the SDAAO annual conference in the spring without fee. Complete information will be provided to those applicants.

All forms and other questions or requests are to be directed to:

SDAAO Scholarship Program
C/O Eli Whitney
Director of Equalization Office
415 N Dakota Avenue
Sioux Falls, SD 57104

SDAAO Thanks you for your interest in our scholarship program.

SOUTH DAKOTA ASSOCIATION OF ASSESSING OFFICERS INC.
101 E PIPESTONE AVE SUITE E – FLANDREAU, SD 57028-1750

APPLICATION NUMBER _____
DATE RECEIVED _____
FOR USE BY SDAAO ONLY

SDAAO SCHOLARSHIP PROGRAM

SPONSORED BY THE SOUTH DAKOTA ASSOCIATION OF ASSESSING OFFICERS INC.

APPLICATION PART I

Applicant's Name: _____

Applicant's Date of Birth _____

County of Residence _____

Applicant's Address: _____

City: _____ State: _____ Zip Code _____

Home Phone Number: _____

High School Attended: _____ City: _____

Parent or grandparent currently an SDAAO Member _____

I affirm the information given on this application is true and correct to the best of my knowledge.

Applicant's signature: _____

SOUTH DAKOTA ASSOCIATION OF ASSESSING OFFICERS INC.
101 E PIPESTONE AVE SUITE E – FLANDREAU, SD 57028-1750

APPLICATION NUMBER _____
DATE RECEIVED _____
FOR USE BY SDAAO ONLY

APPLICATION PART II

GPA (last semester) _____

College, University or School currently attending _____

_____ City _____

Number of semesters already completed _____

Number of credits obtained to date _____

Number of credits to be carried next semester _____

Occupational or education objective _____

Years of college / school needed to obtain objective _____

Degree or degrees applicant wishes to obtain _____

Work experience:

Briefly describe your work experience, jobs held, and job duties and responsibilities.

Please briefly describe your educational and occupational goals. You may use the reverse side of this application for additional space if you need to.

SOUTH DAKOTA ASSOCIATION OF ASSESSING OFFICERS INC.
101 E PIPESTONE AVE SUITE E – FLANDREAU, SD 57028-1750

Name: committee chair

Address

Address

E-mail

Dear,

The South Dakota Association of Assessing Officers is pleased to inform you that you have been selected to receive a scholarship in the amount of \$_____ from the SDAAO scholarship program. To receive this scholarship all we need from you is proof that you have registered for the next term at (name of school here).

Please send this information to me at the address or e-mail above.

Congratulations and good luck in your educational pursuits.

Sincerely,

SOUTH DAKOTA ASSOCIATION OF ASSESSING OFFICERS INC.
101 E PIPESTONE AVE SUITE E – FLANDREAU, SD 57028-1750

Name: committee chair
Address
Address
E-mail

Dear,

The South Dakota Association of Assessing Officers regrets to inform you that you were not selected to receive a scholarship from the SDAAO scholarship program. We do appreciate that you were interested enough to apply. You may apply again in the future should you remain in school and desire to reapply.

If you have any questions or would like to reapply for next year's scholarships, please contact me at the address or e-mail above.

Good luck in your educational pursuits.

Sincerely,

Guidelines for the dispersal of the 8% year-end balance of the SDAAO checking account for members attending NCRAAO:

1. SDAAO will pay the registration fee for any currently paid SDAAO member to attend an out of state NCRAAO conference.
2. Any funds from the 8% year-end balance - not distributed among NCRAAO attendees - will be placed into the following year's SDAAO educational scholarship program to be dispersed according to scholarship guidelines.
3. In the year that the NCRAAO conference is held in South Dakota, no scholarship funding will be available.

FORMS COMMITTEE:

This committee is made up of the Executive Board and all nine of the district chairpersons. They will meet from time to time with the officials of the South Dakota Department of Revenue and Regulation to review forms and suggest changes to be made whether required by law or convenience of use. The department will call a meeting whenever it feels changes are necessary or warranted. The printing suppliers in the state are also informed of these meetings so they are aware of form changes.

EFFECTIVE EFFORTS / MEMBERSHIP COMMITTEE:

This committee acts as the "conscience" of the association. They will make available to all members the "CODE OF ETHICS" for our profession. The committee may also send letters to members explaining why the conduct of that member may be considered unethical or unprofessional. The committee may accept complaints from its members on unethical or unprofessional conduct of members and may report to the executive board (Board of Directors) with information and recommend a course of action on such a complaint. This group of fellow members will be a sounding board for people to air problems and / or be receptive to new, fresh ideas for the betterment of the SDAAO and to further open lines of communications between the SDAAO and the County Commissioners Association, along with the various other elected officials groups in city, county and state government. The committee will also promote progress in the areas of public relations reform.

It is also the duty of this committee to assist the publications committee and the treasurer in keeping an updated and accurate list of active, inactive, former and associate members and their addresses.

This committee will maintain the e-mail system to update the SDAAO membership on matters concerning the health, retirements, deaths, new hires, and other member's news that is of interest to fellow members.

GIS COMMITTEE

:Members of this committee are responsible for the gathering and dissemination to all members, information on geographic information systems as they pertain to the assessing process in South Dakota.

HISTORIAN:

This position has been combined with the Publications Committee.

LEGISLATIVE COMMITTEE:

The committee represents the SDAAO at the legislative session each year as well as at any interim meetings concerning legislation. The members of this committee are all registered lobbyists and are asked to be in Pierre to testify if necessary on bills affecting tax legislation. It will be the responsibility of the chairperson to see that all of the committee members are properly registered as lobbyists.

The chairperson will call in the members of the committee he believes is useful at any given time. The committee will also meet during the year other than at session to plan strategy, make reports of their activities for the general membership and confer with and take direction from the executive board (Board of Directors). Though the SDAAO does help defray some of the committee's expenses, membership on this committee requires a lot of out of pocket expense and a good deal of the members' own time. It is beneficial if the committee member has permission of the county commissioners of their county to participate, as there are years when the member will be out of the office frequently.

NCRAAO COMMITTEE:

This committee consists of three members of the SDAAO appointed to the NCRAAO Board of Directors. They will generally serve six-year terms. The terms will alternate so as to have only one new director in any year. Being on this committee is rather expensive as the members are expected to attend the NCRAAO conference each year and usually one other directors meeting. The directors will sometimes be reimbursed by their employer for some of the expense, but most often this is all out of pocket and very time consuming. Because the directors are chosen from those members that routinely attend NCRAAO conferences, and that number of members is quite small, the directors tend to serve more than one term.

IAAO COMMITTEE: (Generally referred to as IAAO Representatives (Reps))

This committee is made up of SDAAO members that are also members of IAAO. They represent the SDAAO to the IAAO, sign up new IAAO members and send out information. The general membership will elect these at the general business meeting for two-year terms. These representatives must be approved by the IAAO president. Their terms start at the end of the annual IAAO conference and runs for two years.

This committee should work with the SDAAO President to be sure we receive the SDAAO coupon for a free conference registration. This is given to states that give the membership listing to IAAO. The President uses this coupon, if he chooses not to use the free registration, then it is to be given to recipient of an IAAO conference registration scholarship.



IAAO Representative Appointment Form

International Association of Assessing Officers

130 East Randolph Street, Suite 850 • Chicago, IL 60601 • U.S.A. • 312/819-6100 • 312/819-6149

CAE • AAS • CMS • RES • PPS Professional Designations

Name of Assessment Organization

IAAO CHAPTER IAAO AFFILIATE MEMBER MEMBER #: _____

address

city, state zipcode

telephone Fax email

contact name

contact title

Each assessment organization may appoint up to four IAAO representatives for two-year terms. The representative(s) must be submitted on this form and must be a member of IAAO *and* a member of the assessment organization:

IAAO REPRESENTATIVE 1:			
LAST NAME	FIRST NAME	MIDDLE INITIAL	IAAO MEMBER #
TERM BEGINS (YEAR)		TERM ENDS (YEAR)	
IAAO REPRESENTATIVE 2:			
LAST NAME	FIRST NAME	MIDDLE INITIAL	IAAO MEMBER #
TERM BEGINS (YEAR)		TERM ENDS (YEAR)	
IAAO REPRESENTATIVE 3:			
LAST NAME	FIRST NAME	MIDDLE INITIAL	IAAO MEMBER #
TERM BEGINS (YEAR)		TERM ENDS (YEAR)	

SDAAO / DEPARTMENT OF REVENUE AND REGULATION LIAISON COMMITTEE

A number of years ago, Ron Schriener, the then secretary of revenue, decided there was a need for a format by which the association could air grievances and complaints with the department and to work with the department in the development and implementation of new rules and procedures. It was obvious that having every director and each of their staff calling and writing to the secretary or the director of property tax was not a good method. Schriener asked that a committee be put together. He wanted it to be fairly small for efficiency and wanted it to have many of the same members year after year so the committee did not have to start from scratch each year on the same problems. He felt the SDAAO executive board (Board of Directors) was too large and had too many new members each year to work well in this format. He also needed it to consist of members that both the department and association members felt comfortable with. Schriener was in hopes that the committee would meet two or three times a year, with either the department or any of the association members of the committee asking for a meeting when deemed necessary.

The qualifications for the members were outlined as follows:

- They represent each of the “field-person’s” districts.
- They represent the large, medium and small counties.
- They have a history of working well with the association and the department.
- They have the confidence of the association members to conduct business for them.
- They know the difference between petty gripes and important issues.

With these in mind the committee was established with these permanent members.

1. The Secretary of Revenue and Regulation
2. The Director of Property and Special Taxes Division
3. The Four Regional Field persons
4. Four Directors chosen by the field persons from their region
5. The current president of the SDAAO

NOMINATING COMMITTEE:

This is a committee of three members that meet at least thirty days prior to the annual meeting. This committee is responsible for seeing that there is a full slate of candidates presented to the membership at the annual meeting. The slate of candidates must be posted one day prior to the annual meeting. This committee is responsible for gathering input from the districts and nominating those who would be willing to serve and that the committee believes will represent the association well.

PARLIAMENTARIAN:

The parliamentarian is a member chosen by the president. This member must be familiar with parliamentary procedures, and assists the president in conducting the business meeting in matters of parliamentary procedures according to Roberts Rules of Order.

The parliamentarian administers the Oath of Office to Officers at the Banquet during conference

SOUTH DAKOTA ASSOCIATION OF ASSESSING OFFICERS INC.

101 E PIPESTONE AVE SUITE E – FLANDREAU, SD 57028-1750

Oath of Office

State of South Dakota

County of Hughes SS

I, _____, DO SOLEMNLY SWEAR THAT I WILL SUPPORT THE CONSTITUTION OF THE UNITED STATES, THE CONSTITUTION OF THE STATE OF SOUTH DAKOTA, AND THE BY-LAWS OF THE SOUTH DAKOTA ASSOCIATION OF ASSESSING OFFICERS, INCORPORATED AND THAT I WILL FAITHFULLY, IMPARTIALY AND HONESTLY DISCHARGE THE DUTIES OF MY OFFICE AS _____, OF THE SOUTH DAKOTA ASSOCIATION OF ASSESSING OFFICERS, INCORPORATED TO THE BEST OF MY KNOWLEDGE AND JUDGEMENT, SO HELP ME GOD.

SDAAO, INC. _____

SUBSCRIBED AND SWORN BEFORE ME THIS _____ DAY OF _____, 20__.

NOTARY PUBLIC

EXPIRES: _____

PUBLICATION COMMITTEE: (NEWS BULLETIN EDITORS AND ASSISTANTS)

The Editors and Assistants are responsible for maintaining the Official Association Web Site. The Web site is presented in a news bulletin format, with two major updates each year in February and August. The website also will contain a bulletins page with current news and information updated on a continual basis. This position requires a great deal of time, and therefore the editors are reimbursed by the association a total of \$1,998.00 per year. This committee also assumes the responsibilities of association photographer and historian. The photographic equipment, supplies and processing are provided by the association.

REAPPRAISAL COMMITTEE:

Members appointed by the president with the Secretary of Revenue and Regulation and the Director of Property and Special Taxes for the Department of Revenue and Regulation as ex-officio members. This committee gathers information on reappraisal projects in the state and offers assistance to counties when possible. They may also give reports to the association on reappraisal projects.

RESOLUTIONS AND BYLAWS COMMITTEE:

This committee writes and presents at the annual meeting any needed changes in the bylaws, usually at the request of the executive board (Board of Directors). This committee also writes proposed resolutions to be voted on by the general membership at the annual meeting. Some years, membership on this committee will take more time than others. They will usually meet annually at the school so proposed by law changes can be presented to the executive board (Board of Directors) before the conference. (Refer to Article IV of the bylaws for specifics on by law changes).

SALES RATIO COMMITTEE:

This committee gathers and disseminates to all members, information on the sale of commercial and other properties, so as to create a base of information available to the members for use in the assessment process and to make recommendations to the Department of Revenue and Regulation concerning sales ratio studies.

SITE COMMITTEE:

This committee is composed of the president elect and any number of members that he selects to assist him in choosing the site of the conference held during his term as president. The committee makes recommendations to the general membership at the annual meeting.

Reserved for Committee Expansion

Other Important Information and Directives

Other Important Information and Directives

SDAAO CONFERENCE PLANNING GUIDE

Dear SDAAO Officer,

This SDAAO Conference Planning Guide has been developed as a guide and for assistance to those that need to plan and put on the annual conference. It is a difficult task to put on a good conference. And that task is even more difficult for those that have not had the experience of planning a conference prior to their becoming the president of the association.

This Guide has been put together as a “guide” only, to assist those putting on the conference and to give direction to the type of conference the association expects. These are not hard and fast rules but suggestions from those in the association that have had the duty of planning prior conferences.

Each president and their committees will have their own ideas and of course, new and different ideas are always welcome. Each president is entitled to and in fact encouraged to imprint their own personality on their conference to make it their own unique contribution to their term as association president.

Taking ideas from previous SDAAO conferences, other association’s conferences that the president would like to incorporate into his or her conference is encouraged. We often find great ideas in what others have done. Taking a good idea and making changes to make it even better is also a solid way of improving any conference. And of course, using your own ideas and those that are suggested by others working on the project with you is not only encouraged but is necessary for your conference to be unique and memorable.

With this in mind, please use this guide to help you plan and carry out your conference. We hope that the things in this guide will help you to plan and present your conference with fewer hassles and we hope this will help you to remember those things that are very easy to forget.

It is hoped that this is an ever-changing document, with each president adding and changing it to keep it contemporary and useful to the presidents to follow. Association members are encouraged to improve this guide continually.

Above all, it is important to remember that you are always welcome to ask questions and ask for help. No one can put on a good conference alone

CHOOSING THE CONFERENCE SITE

- 1) A conference site should probably be selected 2 to 3 years prior to the conference.
- 2) This enables you to get the dates and hotel that you want. Waiting too long may result in settling on date that you don't want or holding your conference at a facility not convenient or adequate.
- 3) Choose a site that is convenient for the president. The president will do much of the work and much of that work will have to be done in person either at the conference hotel or in the city where the conference will be held. Sometimes it is necessary to hold the conference at a distant site, then it will be necessary to have a contact member in that city that is willing to do much of the "leg work" for the president.
- 4) Once the host city has been chosen, contact the local Chamber of Commerce. They can be invaluable in planning the conference.
 - a) They can get hotel bids for you.
 - b) They can help find speakers and line up special events.
 - c) They can help with nametags, welcome bags, etc.
- 5) Does the site have an adequate number of sleeping rooms for your needs?
 - a) They should be willing to block an adequate number of rooms.
 - b) They should be willing to keep that block until three or four weeks prior to conference.
 - c) They should be willing to quote a rate for their rooms even 3 or 4 years in advance.
 - d) We have normally used 95 to 105 rooms but this will vary
- 6) The site should be competitive on rates but rates do not need to be the most important factor in choosing a site. Many hotels will negotiate the rates—the first bid may not be the best they can do. Even with lower rates, an inadequate or run down conference site will leave a poor impression of the association and conference on those that have attended.
- 7) Will the site be remodeling or expanding during your conference.
 - a) You will not want to work around noisy and dirty construction
 - b) You will not want to settle for less than the facilities you requested
- 8) The site needs to have adequate meeting and banquet room.
 - a) Check to see if the kitchen staff is experienced in preparing banquets of this size.
 - b) Do they have an adequate menu?
 - c) Are their prices competitive?

- 9) The site needs to have a place for a hospitality room
- 10) The site has to have clean and updated sleeping rooms.
 - a) Ask to look at the rooms if you are not familiar with the hotel.
 - b) Does the facility have a “good” or “bad” reputation for cleanliness?
 - c) Are the rooms maintained well?
 - d) Heat and Air conditioning working?
 - e) Carpets and furniture in decent condition?
- 11) Are the site’s facilities up to industry standards?
 - a) Are the pools and Jacuzzis clean and well maintained?
 - b) Will the pools and Jacuzzis be open during your conference?
 - c) Are the meeting rooms large enough and in good repair?
 - d) Will there be enough rooms available so that they can be setting up for a banquet while you are finishing a meeting in another room?
 - e) Are there adequate dining facilities in the convention center or close by to handle conference attendees during the luncheon meals?
- 12) Is the sales and catering staff friendly and willing to work with you?
 - a) You should feel as though they are looking forward to your conference.
 - b) This is their job, they should know the answers to your questions
 - c) They should be willing to work with you on special requests.
 - d) They should be able to give you all of your costs up front.
 - e) Do they expect only reasonable guarantees?
- 13) Does the overall appearance and operation of the site give the appearance and atmosphere you want for your conference?
- 14) Arrange for an appointment for you and your site committees to tour the facilities before you sign a contract.
- 15) Make sure you can get out of the contract if the hotel fails to deliver as promised.
- 16) Make sure the hotel gives you all of your costs in writing.
 - a) Hotels are famous for “hidden costs”
 - b) Are all gratuities and service charges included in the costs?
 - c) Exactly what will the meeting and hospitality rooms cost you?
 - d) Have them put in writing the number of complimentary rooms you will get.
 - e) Some will charge for such things as providing ice and water in meeting rooms.
 - f) Some require all food and beverages for hospitality rooms be purchased from the hotel.

- 17) Submit all conference budgets to the executive committee for their approval prior to entering into a binding contract with the vendor.
- 18) You will probably have the chance to put on one conference. Don't settle for second best.

THE BUDGETING PROCESS

- 1) While there is no set budget for the conference, it should not run into the red if possible. Certain things are unforeseen, but calculating the expenses early will help you to put on a good conference that will pay for itself.
- 2) While prior conference fees can help you in setting your conference fee, they are not set in concrete.
- 3) Fees have to be raised from time to time because the cost of all the things you need for your conference increase from year to year.
- 4) Raising fees slightly each year will prevent a president in the future from a drastic fee increase to replenish the association bank account.
- 5) If you plan on special events such as golf tournaments or bowling tournaments that may not have the majority of conferees participating, you may want to add a special fee for those who want to take part.
- 6) Set your fees and make sure that they are explained in writing on registration forms or announcements for the conference.
 - a) Registration for regular members
 - b) Registration for associate members (if different from regular members)
 - c) Registration for retired and inactive members
 - d) Cost for extra banquet tickets
 - e) Fees for elective activities (if applicable)
- 7) Be conservative with your income estimates and liberal with your expense estimates.
- 8) Put your budget on a spreadsheet so that you can update and analyze your income / expense information on a regular basis.
- 9) Include a line in the budget for miscellaneous. There will always be unexpected expenses.
- 10) Going Cheap is not always the way to go.

- 11) The conference does not have to be a moneymaker. While it should pay for itself, the association has never relied on the conference to fatten the bank account.
- 12) Being conservative can be a good quality, but don't put on a poor conference just to save pennies.
- 13) Review the treasurer's books and the receipts from prior conferences to get an idea of things that you will need to buy and to help estimate costs.
- 14) Estimate your income and attendance figures from prior conference records.
- 15) Always have a copy of your final income and expense statement for the treasurer and the president elect.
- 16) The President should make use of the SDAAO Treasurer as he/she will have to take in registrations and pay bills throughout the planning and execution of the conference.
- 17) The association has always benefited considerably from donations from members, sponsors, vendors, associate members and the business community in general. The conference often has coffee breaks, luncheons, door prizes, center pieces, welcome bag items, cash, auction items and other things donated. While we may continue to accept donations in the form of money, goods and services we should be careful not to become an association of "beggars". The association usually has a healthy cash balance and conference planners should consider paying for the conference rather than doing too much soliciting. The association needs to be mindful of our reputation as a legitimate "professional" organization.

SELECTING COMMITTEES

These committees are the usual committees associated with a conference. It may be all right to add a special committee if there is a need or to combine these committees and their duties so long as the members understand what is expected of them.

1) Committee members

- a) Try not to have the same people on too many different committees.
- b) It will be all right for a person to serve on more than one committee if they are willing to put in the extra work and time that will be required.
- c) Only appoint volunteers, you can force people on to a committee, but you can't make them work.
- d) Each committee should have a chairperson that all others report to; this will also leave fewer people that the president must contact on a regular basis.

2) Site Committee

- a) This is a short-term committee whose job is done as soon as a site is selected.
- b) Generally the president and host district chairperson.

3) Treasure

- a) Since this is a rather small organization, the elected treasurer usually fills this need.
- b) It is necessary for the president and conference treasurer to keep a constant eye on the budget, analyzing and revising through the whole conference process.

4) Registration Committee

- a) This committee will be in charge of pre-conference registrations as well as registrations taken at the beginning of the conference.
- b) Usually, the treasurer is part of this committee, as the committee must handle the registration fees.

- c) This committee usually handles all the jobs associated with the registration desk.
 - (1) Name tags
 - (2) Receipts
 - (3) Organizing the complimentary bags given out
 - (4) Assisting with the compilation and distribution of the program
 - (5) Organizes handout material for the registration desk
 - (6) This committee's work begins early in the process and runs throughout the conference.
 - (7) Keep track of number of banquet tickets out so president can give count to the hotel catering for banquet.
 - (8) Keep track of special guest & associate members registering for list of those to be recognized at banquet by the president.

5) Education Committee

- a) This committee will assist the president in selecting topics for the educational sessions of the conference.
- b) The committee will assist in selecting speakers and other participants for the opening ceremony.
- c) The committee will assist in finding and confirming speakers for the sessions.
- d) The committee will line up any equipment needed for the sessions.
- e) Committee members will assist speakers with the equipment and room set up for the sessions.
- f) There should always be a committee member in the meeting room during the educational session to help with unforeseen problems.

- 6) Entertainment Committee:
 - a) This committee assists the president in lining up events not included in the educational committee's realm.
 - b) Entertainment for opening ceremony
 - c) President's reception
 - d) Entertainment for the banquet
 - e) Other events not included in the "educational realm"

- 7) Banquet Committee
 - a) It is wise to have a special committee for the banquet even if it is only one person.
 - b) The banquet may be one of the most difficult events of the conference.
 - (1) The duties of this committee will be discussed in more detail under the "banquet" section of this guide.

- 8) Vendor and Hospitality Committee
 - a) This committee will help in lining up sponsors for hospitality rooms.
 - b) This committee may also help line up sponsors for other events such as coffee breaks, president's reception or banquet bars (all of these optional of course)
 - c) This committee is also responsible for lining up and working with vendors.
 - d) Many vendors also sponsor other activities.
 - (i) Vendors and Sponsors tend to know and work together; having one committee working with them seems to work well.
 - e) The Chamber of Commerce can be helpful here as well

PLANNING THE CONFERENCE SCHEDULE

Though the president decides what the conference schedule should be, there are certain things that do not change from conference to conference. Remember that this is an educational conference and by definition demands time be set aside for informative sessions. It is not necessary to spend too much effort and budget on this. Remember that vendors come to conferences to “sell to your conferees”.

A normal schedule would look like this:

Tuesday Night –	Registration President’s Reception
Wednesday -	Registration Executive Board Meeting Opening Ceremony Educational Sessions Hospitality Room (evening) Social Event (evening) (optional of course)
Thursday -	Educational Sessions (morning and early afternoon) Business Meeting (afternoon) Hospitality Room (evening) Social Hour and Banquet
Friday -	Department of Revenue Update Adjourn Executive Board Meeting

Each president will put his or her own twist on the schedule but it should be such as to let the attendees be involved as much as they care to be. There should not be so tight a schedule as to make it stressful just to keep up nor should there be so much time with nothing going on that they become bored. There should be time for the attendees to visit with the vendors, sponsors and of course with each other and still attend the educational sessions.

The schedule should be balanced so that all of those in attendance will be able to enjoy and benefit from the total conference experience. Remember that there is a good deal to be shared both inside and out of the educational sessions and time should be scheduled for both.

THE PRINTED PROGRAM

- 1) The printed program will be printed late in the game.
- 2) All scheduled events must be confirmed prior to printing.
- 3) Should list all educational events, time and location
- 4) Should list all entertainment or extra events, time and location
- 5) Should list any special dress needs or requests, such as jackets for outside events, or semi-formal wear (dress up for banquet), etc.
- 6) Have a welcome from the President
- 7) Mention all donors, vendors, or sponsors.

CONFERENCE REGISTRATION

Registration of conference attendees actually begins when the date and place of the conference is announced.

Registration Committee

- 1) The Registration Committee is generally chaired by the Treasurer.
- 2) It will consist of the Treasurer and several others selected by the treasurer.
 - i) The treasurer and any other executive committee members on the registration desk should be free for other duties they must attend at the conference
- 3) The general duties are
 - i) Print nametags
 - ii) Gather items for “welcome bags”
 - iii) Inform attendees of hotel rates and contact numbers.
 - iv) Inform attendees of the conference registration fees
 - v) Print any tickets that may be required for the conference
 - (a) Keep track of the # of tickets out
 1. For hotel to prepare meals and rooms for correct numbers
 2. For post conference report
 - vi) Print receipts as necessary
 - vii) Make sure that the conference program is printed and distributed
 - (1) Operate the registration desk at the conference
 - viii) Assist the president in completing the conference report
- 4) The registration desk should be open enough and at convenient times so that all attendees have ample opportunity to register but should not overlap other events anymore than is necessary.

EDUCATIONAL SESSIONS

- 1) Educational Sessions should be long enough to give adequate time for the presenters to cover the topic.
- 2) Topics should be related to the field of assessment, appraisal, office management, or field that will assist the attendees in their profession.
 - a) This does not mean that from time to time unrelated topics cannot be presented as long as those do not take over the agenda.
 - b) Hopefully the sessions will be entertaining as well as instructional.
- 3) Topics not presented at the previous conference should be sought.
- 4) More than one session may be presented at the same time in the schedule.
 - a) This will enable a larger variety of topics to be presented
 - b) This will make for smaller audience sizes
 - c) It may make it easier for difficult topics to be presented
 - d) This will better meet the interests of all attendee
 - i) If there is a “special quality” presentation planned, a competing session may not be desirable.
- 5) Speakers should be chosen for their knowledge and expertise on the subject
- 6) Don't choose presenters simply because they are free.
- 7) Don't rely heavily on the Department of Revenue for presenters.
 - a) The Department always has a session on Friday morning.
 - b) The Department presents their views at workshops and at the annual school
 - c) Attendees desire different opinions and views from time to time
 - d) Use department presenters only when they are the best presenters for the topic
- 8) Be sure the presenters understand exactly what is expected of them
 - a) Estimated number of people they will be speaking to
 - b) The time that is to be filled
 - c) Whether there will be questions from the audience.
 - d) The specific topic they are to cover
 - e) Are they expected to provide material, copies, etc

- 9) Assign a committee member to each presenter and make sure the presenters are in contact with that member
 - a) The member can line up equipment
 - b) Make copies if needed
 - c) Check the session room in advance to see that it is set up properly
 - d) Make the introduction of the speaker to the audience
 - e) Prepare a short introduction with some professional and biographical information

- 10) Let the speaker know exactly what compensation to expect.
 - a) Some will speak for free with no compensation necessary
 - b) Some may need some of their expenses paid
 - i) Motel room
 - ii) Travel
 - iii) Cost of hand-out material
 - iv) Cost of preparing a difficult presentation

- 11) Knowing up front what compensation is needed will
 - a) Let you know if the association can afford them
 - b) Lets you budget prior to setting the conference fee
 - c) Let you determine if they are worth the “asking price”

- 12) If they are going to attend the banquet, a complimentary ticket is in line.

- 13) All information and arrangements with the presenters should be in writing
 - a) Any phone conversations should be confirmed with a follow-up letter

- 14) All speaker and presenters should be welcomed to the conference personally by the president and sent a thank you letter from the president following the conference.

- 15) Be inventive and original, conference attendees are looking for something different.

VENDORS

Vendors are companies or individuals that have a product or service they would like to sell to the county Director of Equalization offices. Some of these like to set up booths at our conferences to display their products and services. Some space should be found at the conference for these companies.

- 1) The committee or person in charge of vendors should
 - a) Establish a list of those vendors at previous conferences
 - b) Contact and list those that would like to return for the upcoming conference
 - c) Contact any new vendors that may be interested
 - d) Contact the hotel for adequate space for the vendors to set up
- 2) If the hotel charges a fee for this vendor space, the person in charge of the “vendors portion of the conference should make sure this charge is covered in the budget.
- 3) Prior to the vendor being booked for the conference they should be informed of
 - a) Any fee the association will charge for their booth space.
 - b) If they will be expected to pay a conference registration fee
 - c) If their people will be invited to the banquet (free tickets provided)
 - d) When they may set up and when their booth must be taken down.
 - e) The tentative conference schedule
- 4) Any information exchanged between the association and vendors should be written
 - a) Phone conversations should be confirmed with a follow-up letter.
- 5) Sometimes vendors are also sponsors for some of the events such as hospitality rooms, coffee breaks, banquet bars, etc.
 - a) This will affect fees for the vendor
 - b) These things should be confirmed in writing prior to conference
- 6) All vendors should be thanked in writing following the conference
- 7) All vendors should be introduced and acknowledged to the attendees during the conference.

INVITING SPECIAL GUESTS

From time to time, special guests are invited to attend the conference. As in our private lives, certain standards apply to the etiquette of hosting.

- 1) Certain guests are invited to attend our annual conference. These may include but certainly are not limited to
 - a) South Dakota Secretary of Revenue
 - b) Property Tax Director
 - c) IAAO President
 - d) IAAO Executive Board members and Candidates
 - e) NCRAAO President
 - f) Local or state dignitaries
 - g) Clergy to give benedictions
- 2) Make sure your invited guests know exactly what you are planning
 - a) Do you wish for them to speak to the group?
 - b) Will they speak at the business meeting, banquet?
 - c) Are they invited to sit at the head table at the banquet?
 - d) Will any of their expenses be paid by the SDAAO?
- 3) Cover all the bases; it is rude to leave an invited guest in the dark.
 - a) If you invite the guest in writing, follow up with a phone conversation
 - b) If you invite a guest by phone, follow up with a written confirmation
 - c) Let the guest know exactly what expenses the association will pay
 - d) If invited to speak, inform the guest of the topic and time allowed
 - e) If a spouse or guest will be attending with them, let them know what the costs will be for any meals or tours, etc., that will be attended by that person.
- 4) Never let an invited guest feel uncomfortable
 - a) Assign a committee person to the invited dignitaries
 - b) This person will help the guest find their banquet table
 - c) This person will help them with questions or problems
 - d) The president should personally welcome the dignitaries
 - e) The president should always send a thank you letter after conference

ENTERTAINMENT

Though this is an educational conference, entertainment plays a large part in the planning.

- 1) The committee in charge of entertainment will work on most of the non-educational aspects of the conference
 - a) Presidents Reception
 - b) Banquet entertainment
 - c) Special Events
 - i) Golf tournaments
 - ii) Bowling tournament
 - iii) Picnics
- 2) After-hours tours and trips

Presidents Reception

The president's reception is really a place where the president can let his or her personality design the event. This is the first social event of the conference and a great place for the president to put a personal stamp on the conference and set the tone for the rest of the schedule.

- 1) In the past they have been held both on and off site and have been
 - a) Open bar and hors-d'oeuvres'
 - b) Picnics
 - c) Buffet dinners
 - d) Auctions and silent auctions with bars and food

The past however, should not prevent the current president from doing something different. After all, this is the "president's reception".

- 1) The presidents reception is the first event and kicks off the conference
 - a) This is where we meet all of our old friends
 - b) Meet the invited guests and many of the vendors
 - c) Acquaint ourselves with the new members of the association
- 2) It is imperative that the atmosphere be friendly and inviting.
 - a) The room should be large enough to accommodate all of the attendees
 - b) An effort should be made to make everyone feel welcome
 - c) New members and special guest should be sought out and introduced to others
 - d) The program should indicate what type of event the attendees can expect
 - i) Will there be drinks, food, snacks only?
 - ii) Will it be an indoor or outdoor event?
 - iii) Will the dress be casual?
 - iv) Will there be entertainment
 - e) The program should indicate the beginning and expected ending times
 - f) If there is special clothing requirements, the attendees need to know in advance
- 3) Is Transportation is required?
 - a) Will the association provide the transportation?
 - b) From where and when does it leave?

- 4) Will the attendees be required to provide their own transportation?
 - a) This is seldom a good idea
 - i) Many attendees will not have their own transportation and may not know where to find some
 - ii) Out of town guests may have flown in and have no vehicle available
 - iii) Out of town guests may have trouble finding their way around

- 5) If entertainment is a part of the activities
 - a) It should be non-offensive to the majority of the guests
 - b) It should be announced prior to the reception that entertainment will be included
 - i) This enables the guests to plan on remaining for the entertainment, or
 - ii) This enables the guests to plan other activities if they choose to leave early

Other events where entertainment is planned

THE OUTLINE FOR ENTERTAINMENT

All entertainment provided or included in SDAAO Conference whether it is a part of the president's reception, the banquet, or other part of the conference should conform to basic standards.

- 1) All entertainment should be non-offensive to the majority of the membership

- 2) All entertainment should fit into the general budget of the conference
 - a) Entertainment should not take a disproportionate share of the expenses
 - b) The educational portion should not suffer to pay for entertainment
 - c) Though the social aspect of the conference is important, it should not overwhelm the schedule

- 3) Banquet entertainment
 - a) Should be an added feature and not the focal point of the banquet
 - b) Should be non-offensive to the attendees, remember you have somewhat of a captive audience
 - c) Should not be too lengthy, the banquets tend to be rather long anyway
 - d) If there is to be entertainment after the banquet as well
 - i) It should be listed in the program
 - ii) It should be announced before the banquet is finished

HOSPITALITY ROOMS

Hospitality rooms are a part of the tradition of many conferences. They offer a chance for conference attendees to socialize and visit with people in their own line of work and catch up on the lives of friends. They should not be, however, unstructured events. To get the most out of them, some basic rules should be followed.

- 1) Hospitality Rooms
 - a) Program should list the time the room(s) will be open
 - b) Program should list the location of the room(s)
 - c) They should not interfere with other events of the conference
 - d) All hotel rules concerning such rooms should be established well in advance of the conference and strictly adhered to.

Hospitality Room Sponsors

- 1) If a room is sponsored by a vendor or donor not a member of the organization
 - a) The sponsor should be mentioned in the program
 - b) The sponsor should be acknowledged during the banquet
 - c) The sponsor's name should be prominently displayed in the room
 - d) The president should send a thank you letter following the conference
 - e) Should definitely be given a complimentary banquet ticket
- 2) If a room is sponsored by the association
 - a) This should be mentioned in the program
 - b) This should be displayed in the hospitality room
 - c) All arrangements with the hotel and sponsor should be confirmed in writing

Other sponsored events

- 1) Occasionally businesses or individuals sponsor other events
 - a) Coffee Breaks
 - b) Off site tours
 - c) Luncheons
 - d) Continental breakfast

- 2) Acknowledgements are important
 - a) The sponsor should be mentioned in the program
 - b) The sponsor should be acknowledged during the banquet
 - c) The sponsor's name should be prominently displayed in the room
 - d) The president should send a thank you letter following the conference
- 3) All arrangements with the hotel and sponsor should be confirmed in writing

BUSINESS MEETING

The business meeting is generally the most overlooked and under-planned part of the conference. This is the only meeting during the year when all members can participate in the running of their association. It is vital that this part of the conference program receive its share of time and planning to insure that all members feel that they are a part of the association and the decision making process.

- 1) The business meeting requires adequate time
 - a) List all old business that needs attending
 - b) List all new business that has come before the board
 - c) List all committees that will be giving reports
 - d) Allow plenty of time for elections
 - i) Members should feel that they really have a voice in selecting their officers
 - ii) Candidates should be introduced to the entire body
 - e) Allow time for business not previously mentioned to the executive board
 - i) Items of concern from the floor
 - ii) Items brought to the board after the agenda has been printed
- 2) Print an agenda for the meeting
 - a) Does not need to be a part of the program
 - b) Should be distributed prior to the meeting
- 3) Print ballots prior to the meeting to save time
 - a) Nominating committee usually takes care of this
 - b) Nominating committee usually counts ballot
 - c) Must include space for any nominations from the floor
- 4) Introduce the entire executive board to the membership
 - a) Including new officers and past president
 - b) All of the district chairperson

BANQUET

The banquet is probably the most important event of the conference. It allows all of the attendees to socialize with friends, many of whom they see only once or twice a year. It allows them to dress up, dine and visit with friends and acknowledge achievements of fellow assessors.

While many of the events that take place during the banquet are quite traditional, the president certainly has the option of doing new and different things to personalize this occasion.

- 1) Assign a committee to assist in the planning of the banquet
 - a) There are many things that need to be planned
 - b) A committee will help in developing new ideas
- 2) Assign one person on that committee to be the “in-charge” member
 - a) This member will see that all the planning is done on schedule
 - b) This member will see that all plans are in place the night of the banquet
- 3) Prior Planning
 - a) Menu, totally the prerogative of the president
 - b) Table shape and number seated per table
 - i) The biggest complaint is too many persons at a table
 - c) Centerpieces and head table decoration
 - d) Microphone for head table, speaker and entertainment.
 - e) Who will be seated at the head table
 - f) Will the head table be raised?
 - g) Schedule and list for the president or host to follow during the evening
 - h) List of all the persons to be introduced during the evening
 - i) Prevents the president or host from mispronouncing names
 - ii) Prevents the president or host from forgetting someone
 - iii) The president or host may not be personally acquainted with everyone
- 4) Line up door prizes well in advance
 - a) They usually donated by vendors, companies, association districts and members
 - b) Label the donor so they can be acknowledged when given away

There are probably more things for the president to remember at the banquet than for the entire rest of the conference. The list that follows is may not encompass all things but will be a good beginning list for the banquet host.

- 1) The banquet is traditionally a “dress up” event
 - a) This should be mentioned in the program
 - b) If the president wishes to vary from this, mention should be made in the program
 - c) In the past most attendees that were asked preferred the dressing up concept.

- 2) The banquet is usually hosted by the President
 - a) The president can appoint another host if he or she desires
 - b) An appointed host needs to have the skill and personality to host a large event
 - c) It helps if the host has a list of everything that needs to take place
 - i) The committee can help with this

- 3) The head table
 - a) A list should be made well in advance as to who will sit at the head table.
 - b) This list usually includes
 - i) The officers and their spouses or guests
 - ii) The person giving the benediction (optional)
 - iii) Special invited guests
 - iv) IAAO president
 - v) NCRAAO president
 - vi) Banquet Speaker (optional)
 - vii) Local or state dignitaries (optional)
 - c) The committee should inform these people well in advance they are to be seated at the head table
 - d) Seating should be marked to assist guests to find their place
 - e) Invited guests and dignitaries not seated at the head table
 - i) Should have seating reserved for them
 - ii) Be directed to their seating at the beginning of the banquet
 - iii) Host should be told of the seating arrangements for his acknowledgements

- 4) People that should be acknowledged during the banquet (Included but not limited to)
 - a) Head table should be introduced
 - b) Past and inactive SDAAO members
 - c) Vendors, sponsors, donors
 - d) Visiting dignitaries
 - e) IAAO officials or candidates
 - f) NCRAAO officials
 - g) Company Representatives
 - h) Visitors and attendees from other states

- 5) This list should be provided to the president well in advance of the banquet
 - a) (see prior planning)
- 6) Ceremonies Generally held at the Banquet
 - a) Awarding of the CAA Pins
 - b) Awarding of the CSDA Pins and Certificates
 - c) Other Special Awards that from time to time are given
 - d) The president-elect awarding recognition plaque to out going president
 - e) The swearing in of new officers
- 7) Banquet Speakers
 - a) Usually visiting dignitaries or local speakers
 - b) Let them know well in advance as to what you want them to do
 - i) Topic of Speech
 - ii) Time allowed for speech
 - iii) Where in the program they will be speaking
 - c) These tend to be shorter speeches, unless they are part of the entertainment
 - d) Tend to stay away from speakers with
 - i) Political agendas to push
 - ii) Radical ideas that may offend many in the audience
 - iii) Speakers that tend to offend their audiences
 - iv) There is a time and place for this (the banquet is not considered that place).
- 8) Door prizes
 - a) Many conferences use banquets as a time for giving away door prizes
 - b) Acknowledge donors of the prizes
 - c) Try to keep this event short, keep it moving as it tends to become boring
 - d) If there are too many door prizes to be given away at the banquet consider
 - i) Giving some away at educational sessions
 - e) Save the best ones of course for the banquet
- 9) The president should announce any entertainment or event that will follow the banquet
 - a) Guests can be told whether or not they may want to change clothes
 - b) Inform guests of arrangements for bars following the banquet (if any)
- 10) Above all else – for the president or host
 - a) Make all banquet attendees feel welcome
 - b) Make all banquet attendees feel comfortable
 - c) Make the banquet a pleasant finale to the conference

11) The presidents closing

- a) This is a great place for special thanks
- b) This is a good place for any special messages from the outgoing president

DEPARTMENT OF REVENUE FRIDAY MORNING SESSION

The Department of Revenue has always played a part in the conference. Though they are involved both in the conference and association generally, probably the most visible participation in the conference is the information session the department holds.

1) Portion of the schedule for the department to

- a) Make any announcements of concern to the association and counties
- b) Explain new legislation and administrative rules
- c) Answer questions from the members
- d) Distribute material

2) Adjourning of the conference.

- a) Passing of the gavel to the newly elected president
- b) Adjourning of the conference
- c) Executive board meeting

(Letter that is sent to Colleen to be signed by the Secretary of Revenue and put on Department letterhead and mailed to Directors. Update the current conference information & dates.)

September 7, 2011

Dear Directors of Equalization and Appraising Staff:

Pursuant to SDCL 10-1-16, I have called a meeting of all South Dakota Directors of Equalization and their appraising staff for the purpose of instruction in the appraisal of property for taxation.

You are hereby requested to attend the conference, which will be educational and informative in various areas of interest to your profession. This instructional conference has been set for the dates of May 24 through May 27, 2005, at the Golden Hills Inn, Lead, South Dakota.

SDCL 10-3-7 authorizes the payment of your expenses when the Secretary of Revenue calls meetings and SDCL 7-7-24 and 7-7-25 authorizes the county commissioners to make such payments.

Registration information is included below. The Department of Revenue staff looks forward to seeing each of you in Lead this spring.

Sincerely,

Secretary of Revenue and Regulation

2012 SDAAO Conference
John Cole, President SDAAO

For reservations call:



SIOUX FALLS-CITY CENTRE

[100 WEST 8TH ST _SIOUX FALLS, SOUTH DAKOTA 57104 _United States](#)

Hotel Front Desk: 1-605-339-2000 Hotel Fax: 1-605-339-3724

Be sure to tell them you are with the SDAAO when making reservations.

END OF CONFERENCE WRITTEN REPORT

Reports prepared after each conference are important. They give a summary of the conference to the association concerning the monetary impact as well as the business impact of the conference. The association needs to know that the conferences are worth while and make a difference.

- 1) After the annual conference the past (outgoing) president should report to the board
- 2) This report will allow the board to view a summary of the conference and will help upcoming presidents to plan their conferences.
- 3) There should be a written report given to the executive board on the conference
- 4) The report should include (but not limited to) the following information
- 5) The location and dates of the conference
- 6) A conference income report
 - a) Does not need to be as detailed as the treasurer has
- 7) A conference Expense Report
 - a) Does not need to be as detailed as the treasurer has
- 8) Number of registrations
 - a) Regular
 - b) Retired
 - c) Associate
 - d) Non-paying
 - e) Spouse or guest
- 9) Number of motel rooms used each night
- 10) Meals recap
 - a) Number attending the president's reception
 - b) Number attending the banquet
- 11) Number attending other events
- 12) List of educational sessions offered and number attending each

- 13) List of attendees from other states
- 14) Number of spouses or guests, and children attending
- 15) List of vendors (names and addresses)
- 16) List of sponsors or donors
- 17) Make sure the newly elected Secretary and Treasure have A “CONFERENCE PLANNING GUIDE”.

CONFERENCE CONTACTS

Name _____
Position / Title _____
Address _____
City _____ State _____ Zip _____
Company / Jurisdiction _____
Phone _____ Fax _____
E-mail _____
Remarks / notes _____

Name _____
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