



68th Annual Edith E. Hammond Conference

Sponsored by the New Hampshire Association of Educational Office Professionals

Important Details

May 6 - 8, 2020

North Conway Grand

72 Common Court, North Conway, NH 03860

Reservation Phone: 800-655-1452** Fax: 603-356-6028

Reservations: You **MUST** call the reservation line above or fax registration form to the number above and mention you are with the NHAEOP Conference when reserving your room.

Resort Registration Deadline for special NHAEOP rates: APRIL 10, 2020

Interested in an extended stay Tuesday, May 5 and/or Friday, May 8?
Rooms are subject to availability. Please call Hotel to reserve.

Wednesday, May 6, 2020

- 7:30 – 8:30 am Registration
- 8:30 am – 3:30 pm Workshop 1 (choose one – first 20 registrants)
- 8:00 am – 4:30 pm Workshop 2 (choose one – first 20 registrants)
- 11:30 am – 12:30 pm Workshop 1 Lunch (bring your own)
- 12:00 pm – 12:30 pm Workshop 2 Lunch (bring your own)
- 4:30 pm – 5:30 pm Registration
Bring raffle items to the raffle room
- 6:00 pm (doors open)
- 6:30 pm Dinner – Scholarship Awards Presentation immediately following

Thursday, May 7, 2020

- 6:00 am NHAEOP Walk
- 7:00 am – 8:30 am Breakfast Buffet
- 7:45 am – 8:30 am Registration – Coffee – visit raffle room
- 8:00 am – 8:30 am First Timer Orientation
- 9:00 am – 11:30 am OPENING GENERAL SESSION
 - Welcome & Announcements – *Deb Brown, NHAEOP President*
 - Salute to the U.S. Flag – *Pam Patnode, NHAEOP Immediate Past President*
 - Inspiration – *Gretchen Roussin-Drost, NHAEOP President-Elect*
 - NH Department of Education – *Christine Brennan, Deputy Commissioner*
 - Greetings from NAEOP – *Jill Averyhart, CEOE, President*
- Keynote Speaker: Creating A Blame-free and Gossip-free Work Environment – *Gerri King, PhD*
- NHAEOP Business Meeting** – *Deb Brown, NHAEOP President*
 - Administrator of the Year – *Deb Brown, NHAEOP President*
 - Office Professional of the Year – *Deb Brown, NHAEOP President*

- 11:30 am – 12:00 pm Free Time
- 12:00 pm – 1:00 pm Buffet Lunch
- 1:30 pm – 3:00 pm SESSION 1 WORKSHOPS
- 3:15 pm – 4:45 pm SESSION 2 WORKSHOPS
- 4:45 pm – 5:15 pm Registration
- 4:45 pm - 5:45 pm Visit raffle room
- 6:00 pm – 11:00 pm Dinner, Raffle drawing, Murder Mystery, DJ & Photo Booth

Friday, May 8, 2020

- 6:00 am NHAEOP Walk
- 7:00 am – 8:30 am Breakfast Buffet
- 8:00 am – 8:45 pm Registration / visit raffle room
- 9:00 am – 10:30 am SESSION 3 WORKSHOPS
- 10:45 am – 12:15 pm SESSION 4 WORKSHOPS
- 12:30 pm – 1:15 pm Spirit Luncheon/Service Project Presentation/Raffle Drawings/Closing

NHAEOP

New Hampshire Association of Educational Office Professionals

We are always looking for volunteers for our committee and sub-committees. Executive Board:

President – Oversees the Executive Board, runs all meetings

President-Elect-Presides in the absence of the President, gives the inspiration at the meetings

Vice-President-Organizes fall meeting leads the pledge at meetings

Secretary-Handles all correspondence, takes notes at all meetings

Treasurer-Handles money, creates reports for fall/spring meetings

Member-at-Large-member of executive board

Immediate-Past President-Assists President with transition

➤ **Parliamentarian**-makes sure Roberts Rules are observed at meetings.

By-Laws-Helps process any changes that are proposed to the by-laws and provides interpretation.

Registrar-Handles registration for membership and conferences, assigns attendees to workshops (and so much more!).

National Membership-Promotes NAEOP and its benefits.

Presenter Coordinator-Main contact with all presenters at the conference. Makes sure they have all they need in order to present.

➤ **Hostess Coordinator**-Meets with all hostesses at conference to hand out information of who they are introducing at workshops.

Ways and Means-Organizes raffle or any fundraising activities to support scholarship or annual service projects.

Sunshine-sends cards of encouragement, sympathy, birthday, etc. to members as requested.

Scholarship-Send out, receive student applications, and decides on recipients.

➤ **Administrator of the Year/Office Professional of the Year**-Gathers applications and decides on recipients.

Publicity-Maintains social media sites etc.

➤ **Planning Committee**-Assists in any way with the planning of the conference.

Those in bold are open and need people to fill the roles. Please don't hesitate to ask for more information about any of the positions. You can contact:

info@nhaeop.org

dbrown@sau72.org