



## Missouri Association of Osteopathic Physicians and Surgeons

### District Meeting Procedures & Checklist

*In order to ensure maximum member attendance and efficient collaboration with the MAOPS Central Office, the following procedure should be followed by all district leaders responsible for setting up a district osteopathic association meeting.*

#### **Here is what the MAOPS Central Office Team needs from you:**

##### **Set a meeting date and time.**

- *If the meeting will involve an invitation to MAOPS leadership or the Executive Director, contact the Central Office with a selection of dates. Generally, at least six weeks of notice is needed for a physician leader and four weeks for the Executive Director.*

##### **Confirm a sponsor.**

- *If a sponsor is used, make sure you know if they will allow spouses/guests.*

##### **Confirm a venue.**

- *Obtain the address, phone number and contact person of the restaurant.*

##### **Contact the Central Office with the meeting date and all details required on the form attached.**

- *Please submit a Notice of District Meeting Form. The form can be completed and returned to the Central Office by fax (573-634-5635) or email [Leighh@maops.org](mailto:Leighh@maops.org).*
- *This should be done **six weeks in advance**. Expect that it will take the Central Office Team at least one week to work the project into their workflow.*

##### **Collect meeting RSVPs.**

- *Notices (both electronic and mailed) will have the district person's contact information (email preferably), so that RSVPs can be sent directly to them. This ensures that the leader is constantly apprised of attendance expectations. MAOPS Central Office will no longer collect RSVPs.*

#### **Here is what the MAOPS Central Office Team will do for you:**

##### **Add the meeting date and details to the online calendar at [www.maops.org](http://www.maops.org).**

##### **Send electronic notices to all district members three weeks, one week, and the day of the meeting.**

- *Notices will not commence until full details of the meeting are known and provided on the required form.*
- *Details provided less than three weeks prior to the meeting will result in an adjustment to this schedule.*

##### **Send post card notice of the meeting to district members**

- *Post cards will be sent within one week of receiving a complete "Notice of Meeting" form. However, at certain times of the year, this may be delayed due to the volume of requests received.*
- *Post cards will only be sent if a completed "Notice of District Meeting" form is received by the Central Office **at least** three weeks (15 business days) in advance of the meeting. If it is not, only electronic notices will be sent. Please note, a date of meeting IS NOT sufficient. We must have all the required details.*
- *The Central Office recommends that districts avoid scheduling meetings on short notice. If you do not meet the three-week minimum deadline, please consider another meeting date in order to achieve higher attendance rates.*

Missouri Association of Osteopathic Physicians and Surgeons

Notice of District Meeting Form

*This form must be completed by the responsible district leader for EACH scheduled meeting of the district for which MAOPS Central Office assistance is required. Submissions must be received by MAOPS 6 weeks in advance.*

*Thank you for your cooperation.*

District Name: \_\_\_\_\_

District Contact Information: – ***This information will be used on the postcard mailing. MAOPS is not the point of contact for RSVP's.***

Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**Meeting Information (all required):**

Meeting Date: \_\_\_\_\_ Time: \_\_\_\_\_ RSVP Deadline: \_\_\_\_\_

Location Name: \_\_\_\_\_

Full Location Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Meeting Sponsor or "Who pays for the meal": \_\_\_\_\_

Presentation Title/Agenda:

\_\_\_\_\_  
\_\_\_\_\_

Spouses/Guests welcome?      NO                      YES                      YES, but meal expense on own

Are you requesting the presence of MAOPS':      Executive Director              President

Should the mailing be sent to:      All in the District              MAOPS Physician Members Only

**Other Information to Include on Notices:**