

Soroptimist

International of the Americas

Our Vision

Women and girls will have access to resources and opportunities to reach their full potential and live their dreams

Our Mission

Improving the lives of women and girls through programs leading to social and economic empowerment.

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🌐 Soroptimist.org
LiveYourDream.org

1709 Spruce Street,
Philadelphia, Pennsylvania
19103 USA

Dear Soroptimist,

Planning is underway for our 46th Biennial Convention in Bellevue, Washington on July 22-25, 2020. You can be part of the convention planning team helping us to *Reach New Heights!* We are soliciting Soroptimist volunteers to serve in key roles as chairs or members of the following convention committees working jointly with the Convention Chair, Co-chair and SIAHQ:

Program – The program chair supervises the program committee, which is responsible for planning and executing high-quality program events that support the goals and objectives of the convention.

Marketing/Communications - The marketing chair creates a marketing plan appropriate for all our world areas leverage all forms of media. The marketing plan should generate excitement about and interest in attending the convention.

Sponsorship - The sponsorship chair attracts sponsors (clubs and business) for the convention.

General Session – The general session chair ensures the smooth function of general and business sessions at the convention through credentialing and registration, maintaining proper time, monitor microphones, runners and door monitors.

Hospitality - The hospitality chair ensures all participants feel welcome and VIPS are cared for.

Exhibits - The exhibits chair identifies, selects and services the vendors chosen to exhibit at convention.

Soroptimist interested in volunteering should be comfortable conducting meetings via teleconference calls and email; be able to collaborate and work with diverse opinions; and be able to serve from December 15, 2018 through September 2020. Detailed position descriptions, responsibilities and requirements are attached.



SOROPTIMIST

Best for Women®



LIVEYOURDREAM.ORG®

Please review the following information regarding the application and selection process:

- All applications received by the November 15, 2018 deadline will be reviewed by Convention Chair Stephanie Smith and Co-Chair Sue Riney.
- Phone Interviews will be conducted by the Convention Chair and Co-Chair between November 16, 2018 and December 8, 2018.
- Applicants that have been selected to chair a convention committee will be notified with an email by either Convention Chair Stephanie Smith or Co-Chair Sue Riney no later than December 15, 2018.
- All other applicants will be contacted regarding other volunteer opportunities after December 15, 2018.

If you are interested in serving, complete the attached SIA 2020 Convention Volunteer Application. Completed applications should be forwarded, via email to Convention Chair Stephanie Smith and Convention Co-Chair Sue Riney at SIA2020Convention@gmail.com . Deadline for submission is November 15, 2018.

This is wonderful opportunity to be involved in the planning and execution of the next SIA Convention. Join us as we Reach New Heights in our support of the Soroptimist mission and member experience.

Sincerely,

Stephanie Smith
2020 Convention Chair
2016-2018 NWR Governor

Sue Riney
2020 Convention Co-Chair
2015/2016 SIA Secretary/Treasurer
2018-2019 SIA Advocacy Chair

Soroptimist International of the Americas

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A global volunteer organization that improves the lives of women and girls through programs leading to social and economic empowerment.

SOROPTIMIST INTERNATIONAL OF THE AMERICAS

SIA 46th Biennial Convention – Reaching New Heights

2020 Convention Committees Volunteer Application

Full Name:

Club:

Region:

Mailing Address:

Contact Phone Number:

Contact Email:

I am submitting my application for consideration for the following position(s):

- | | |
|--|---|
| <input type="checkbox"/> Program Committee Chair | <input type="checkbox"/> Program Committee Member |
| <input type="checkbox"/> Marketing Committee Chair | <input type="checkbox"/> Marketing/Communication Committee Member |
| <input type="checkbox"/> Sponsorship Committee Chair | <input type="checkbox"/> Sponsorship Committee Member |
| <input type="checkbox"/> General Session Committee Chair | <input type="checkbox"/> General Session Committee Member |
| <input type="checkbox"/> Hospitality Committee Chair | <input type="checkbox"/> Hospitality Committee Member |
| <input type="checkbox"/> Exhibitor Committee Chair | <input type="checkbox"/> Exhibitor Committee Member |

Please attach to the application specific examples from your professional, Soroptimist or other experience you believe will assist you to serve in the position you are requesting.

Please list two references that we may contact regarding your experience related to the position for which you are applying.

Name

Title

Telephone

Email

Short Description of Your Relationship:

Name

Title

Telephone

Email

Short Description of Your Relationship:

Submit to 2020 Convention Chair Stephanie Smith and Co-Chair Sue Riney at SIA2020Convention@gmail.com. **Deadline for submission: November 15, 2018**



SOROPTIMIST INTERNATIONAL OF THE AMERICAS

SIA 46th Biennial Convention – Reaching New Heights

2020 Biennial Convention Committee Chair Job Descriptions



Marketing Committee Chair

A. Roles and Responsibilities

The marketing chair, working with the committee and SIAHQ staff, creates and executes a marketing plan, leveraging all forms of media, appropriate for all of our geographic areas. The marketing should generate excitement about and interest in attending convention.

B. Goals and Objectives

- Achieve the attendance goals of the convention.
- Build excitement about the convention in all areas of our organization.
- Communicate the events of the convention with those not in attendance.
- Communicate the highlights of the convention after the meeting.

C. Specific Duties

Appoint members of the committee that represent different countries and regions of the federation and report them to the convention chair for approval.

Create of a comprehensive marketing plan with assistance from the director meetings and marketing communications department at least 28 months before convention. The comprehensive plan shall include goals, objectives, strategies and tactics with budget and person responsible for execution of each tactic.

Media channels shall include: digital, social media and public relations. The plan should begin marketing efforts at least 24 months prior to convention and continue six months after convention.

The comprehensive plan shall be presented to the executive director & CEO, senior director program services, marketing communications department, director meetings and convention chair at least 26 months before convention. All agreed upon marketing expenses approved by the board will be included in the convention budget.

Contact local, national and international media ahead of the convention to ensure the media are informed about the convention and its special events, provide press kits and that ensure media representatives receive invitations to and are received at various functions. They should cooperate with video crews and photographers to ensure they are able to cover all aspects of the convention. Interviews should be arranged for VIP's, both at the convention site and at local radio and television stations. As a courtesy, copies of print coverage should be assembled and provided to the persons featured.

Following the convention, member communications should feature convention highlights, with photographs and stories for up to six months.

- Develop and execute specific country and region marketing communications.
- Explore new avenues for marketing convention in different areas of the federation.
- Generate social media content for countries and regions before, during and after the convention.
- Garner media coverage of the event to further worldwide awareness of the Soroptimist brand.
- Coordinate with regions to promote the convention in newsletters, social media, club mailings and region meetings.
- Liaise with other committees on marketing needs.
- Provide final report on results of the marketing plan.
- Participate in conference calls as needed.

D. Eligibility Requirements and Qualifications

- Be a member in SIA in good standing.
- Dedicated to the SIA strategic plan and strategic direction of the organization.
- Understands the goals and objectives of the convention.
- Read and write English or be willing to arrange translation/interpretation services at own expense.
- Regularly checks and responds to e-mail.
- Available to attend the entire convention.
- Able to attend regular conference/telephone meetings.

- Experience managing volunteers.
- Able to work cooperatively with others.
- Experienced in marketing/communications.

E. Reports to

Convention Chair

F. Reporting/Monitoring

- Provide names and contact information for all committee members and volunteers to the convention chair.
- Provide marketing communications plans for countries and regions.
- Within 30 days of the close of the convention, provide final report summarizing goals, objectives, strategies and effectiveness of tactics with recommendations for future conventions.

G. Application Process

The convention chair will identify, vet and select a convention marketing chair. Ideally, this would be completed three years before the start of convention. The marketing chair will select their committee from regions who can carry out the plans to promote the convention and Soroptimist. The convention chair will approve the committee assignments.

H. Term of Assignment

The marketing communications chair will serve until final marketing communications report is completed, and all follow up communication in completed up to six months following the convention. The marketing communications committee will serve for the same length of time.

I. Finances

Funds will be budgeted to cover convention registration.

J. Channels of Communications

- In order to effectively achieve the goals and outcomes of the position, the marketing communications chair must communicate with:
- The convention chair and committee members
- Other committee chairs as necessary
- The SIA executive director & CEO, director meetings and other SIAHQ marketing staff

Program Committee Chair

A. Role and Responsibilities

The program chair supervises the program committee, which is responsible for planning and executing high-quality program events that support the goals and objectives of the convention.

B. Goals and Objectives

- Supports the goals and objectives of the convention.
- Supports the strategic direction of the organization through the program.

C. Specific Duties

- Recruit, vet and report committee members to the convention chair for approval.
- Brainstorm relevant and exciting keynote speakers.
- Use existing network to research and suggest high quality presenters for general sessions and workshops.
- Brainstorm relevant and timely topics for workshops and general sessions.
- Report and finalize ideas with convention chair and senior director of program services.
- Create call for workshops and timeline for call and decisions.
- Select workshop presenters with input from the convention chair, vice chair and senior director of program services.
- Coordinate timing and location of workshops.
- Communicate with workshop presenters in order to coordinate workshop descriptions, learning objectives and workshop presenter biographies.
- Meet keynote speakers and ensure they know their onsite schedule.
- Attend conference calls as needed.

D. Eligibility Requirements and Qualifications

- Be a member in SIA in good standing.
- Dedicated to the SIA strategic plan and strategic direction of the organization.
- Understands the goals and objectives of the convention.
- Experienced in developing meeting programs.

- Read and write English or be willing to arrange translation/interpretation services at own expense.
- Regularly checks and responds to e-mail.
- Available to attend the entire convention.
- Able to attend regular conference/telephone meetings.
- Experience managing volunteers.
- Able to work cooperatively with others.

E. Reports to

Convention Chair

F. Reporting/Monitoring

- Provide names and contact information for all committee and volunteers to the convention chair.
- Provides report of suggestions for relevant and timely topics for workshops and general session.
- Within 30 days of the close of convention, provides a final report with recommendations for improvement of program related aspects to the convention chair.

G. Application Process

The convention chair will identify, vet and select a convention program chair. Ideally, this would be completed three years before the start of convention. The program chair will select their committee. The convention chair will approve the committee members.

H. Term of Assignment

The program chair will serve until final report is completed. The program committee will serve until the conclusion of the convention.

I. Finances

Funds will be budgeted to cover registration.

J. Channels of Communications

- In order to effectively achieve the goals and outcomes of the position, the program chair must communicate with:
- The convention chair and committee members
- Other committee chairs as necessary
- The SIA executive director & CEO, director meetings and senior director of program services

- Keynote speakers
- Workshop presenters

Sponsorship Committee Chair

A. Role and Responsibilities

The Sponsorship Committee Chair supervises the sponsorship committee in order to attract sponsors for the convention and meet or exceed the sponsorship goals.

B. Goals and Objectives

- Supports the goals and objectives of the convention.
- Meet the sponsorship goals of the convention.

C. Specific Duties

- Recruit, vet and report committee members to the convention chair for approval.
- Works with the director meetings and the development staff to create a menu of opportunities for sponsors.
- Create sponsorships materials developed in partnership with the SIAHQ Development Department.
- Identify prospective sponsors.
- Uses local contacts to identify local sponsors.
- Uses network to identify sponsors nationally and worldwide.
- Promotes the organization and the convention to prospective sponsors.
- Builds new relationships to assist in prospecting for new supporters.
- Ensure the director meeting and corporate philanthropy manager are kept informed of progress.
- Refer contact name and information of prospective sponsors to corporate philanthropy manager.
- Attend conference calls as needed.

D. Eligibility Requirements and Qualifications

- Be a member in SIA in good standing.
- Dedicated to the SIA strategic plan and strategic direction of the organization.
- Understands the goals and objectives of the convention.
- Read and write English or be willing to arrange translation/interpretation services at own expense.

- Regularly checks and responds to e-mail.
- Available to attend the entire convention.
- Able to attend regular conference/telephone meetings.
- Experience managing volunteers.
- Able to work cooperatively with others.
- Experienced in fundraising and sponsorship.

E. Reports to

Convention Chair

F. Reporting/Monitoring

- Provide names and contact information for all committee and volunteers to the convention chair.
- Provides report of prospective sponsors to corporate philanthropy manager.
- Within 30 days, provide a final report with recommendations for improvement of sponsorship for future conventions to the convention chair.

G. Application Process

The convention chair will identify, vet and select a convention sponsorship chair. Ideally, this would be completed three years before the start of convention. The sponsorship chair will select their committee no later than 26 months before the start of convention. The convention chair will approve the committee members.

H. Term of Assignment

The sponsorship chair will serve until final sponsorship report is completed, approximately one month after convention. The sponsorship committee will serve until the conclusion of the convention.

I. Finances

Funds will be budgeted to cover convention registration.

J. Channels of Communications

- In order to effectively achieve the goals and outcomes of the position, the Sponsorship Chair must communicate with:
- The convention chair and committee members.
- Other committee chairs as necessary.

- The SIA executive director & CEO, director meetings, manager corporate philanthropy.

General Session Committee Chair

A. Role and Responsibilities

Ensure the smooth function of general and business sessions at the convention through credentialing and registration, maintaining proper time, monitor microphones, runners and door monitors. (Descriptions of positions follow.)

B. Goals and Objectives

- Supports the goals and objectives of the convention.
- Ensure the smooth function of general sessions including expediting the transaction of business during general sessions to ensure that debate is conducted according to parliamentary procedure.

C. Specific Duties

- The general session chair:
- Recruit, vet and report committee members to vice chair for approval.
- Be available to attend a training session with the parliamentarian and the executive director & CEO to ensure that all timekeepers and microphone monitors are comfortable with their duties.
- Attend convention and be completely free through the convention dates.
- Communicate with the vice chair regarding volunteer assignments.
- Meet with SIAHQ staff prior to convention to review the script, volunteer schedule and any changes.
- Meet daily during convention with the director meetings and major committee chairs in order to resolve any difficulties which may arise and to plan for the next day.
- Recruit and supervise volunteers needed for the smooth running of the general sessions.

D. Eligibility Requirements and Qualifications:

- Be a member in SIA in good standing.
- Dedicated to the SIA strategic plan and strategic direction of the organization.
- Understands the goals and objectives of the convention.
- Read and write English or be willing to arrange translation/interpretation services at own expense.
- Regularly checks and responds to e-mail.
- Available to attend the entire convention.

- Able to attend regular conference/telephone meetings.
- Experience managing volunteers.
- Able to work cooperatively with others.
- Have knowledge of parliamentary procedure (Credentials only).

E. Reports to

Convention vice chair

F. Reporting/Monitoring

- Provide names and contact information for all committee and volunteers to the convention vice chair.
- Within 30 days of the convention, the general session chair will provide a report detailing any suggestions and comments that could be helpful to improve future conventions to the convention chair.

G. Application Process

The convention vice chair will identify, vet and select the general session chair. The convention chair will approve the general session chair. The vice chair will approve the committee members.

H. Term of Assignment

The general session chair will serve until final report is completed, approximately one month after convention. The General Sessions Committee will serve until the conclusion of the convention.

I. Finances

Funds will be budgeted to cover convention registration.

J. Channels of Communications

To effectively achieve the goals and outcomes of the position, the general session chair must communicate with:

- The vice-chair, committee chairs and others as assigned.
- The SIA executive director & CEO, director meetings and senior director of information services.
- Soroptimist members who will be volunteering.

K. Supervision

The general session committee chair will supervise the following volunteers:

The Credentials/Registration Volunteer: Effectively issue daily credential reports to the convention body; include a copy to the chair, executive director & CEO and secretary/treasurer. The daily credentials report shall include attendance and voting strength of the body.

The actual number of registrants in each category will be prepared each day by SIAHQ staff at the registration desk. At the opening of each business session and thereafter as requested by the president, the credentials/registration volunteer should present to the convention body an official report of attendance and voting strength.

Registration Volunteers: Assist on-site registration through the recruitment and supervision of volunteers to help at registration. Schedule volunteers to fill the registration bags onsite the day before registration opens.

Two volunteers for each registration counter are needed. Volunteers will assist with the distribution of registration packets to those Soroptimists who have registered in advance. Bilingual members who speak Japanese, Spanish, Mandarin Chinese, Korean and Portuguese are especially encouraged to volunteer.

Volunteers are needed to staff the information and welcome desk. Lost and found will be located here.

Registration volunteers need to be available for an orientation session to be conducted by SIAHQ staff.

Volunteer office should be monitored.

Doorkeepers: A minimum of eight doorkeepers (two per door) will be needed during General Sessions. When business is being conducted and doors are closed, one doorkeeper is to stand inside the room and one is to stand outside the room. Additional doorkeepers may be needed based on the number of entrance doors. Doorkeeper duties include greeting attendees upon entrance, checking for name badges and delegate ribbons, directing delegates to reserved seating, distributing handouts, assisting with seating for the physically challenged, directing members to areas with open seats and giving directions to restrooms.

Doorkeepers will also be assigned at all breakout sessions to pass out handouts, check badges, record attendance counts and inform SIAHQ staff of any problems in the breakout rooms (temperature, audio visual, seating, etc.)

Doorkeepers will also be assigned to take tickets at meal functions. At meal functions, doorkeepers will collect meal tickets. If an attendee has no ticket, doorkeepers are to send that person to the head doorkeeper, who will have a listing of registrants for that meal function. If the head doorkeeper is unable to resolve the problem they should contact an SIA staff member for assistance. Doorkeepers should also help staff with handouts or collections as needed.

Timekeepers, microphone monitors and runners: Delegates shall have special badges with blue “delegate” ribbons and shall be seated in sections reserved for voting members at the front of the room. To obtain the floor, the speaker must rise and approach a standing microphone.

Each microphone will be monitored by a volunteer and provided with a set of four signs indicating "wants to speak in favor (or PRO)"—in green lettering, "wants to speak against (or CON)"—in red lettering, "non-delegate"—in white lettering, and “Parliamentary situation (amendment, point of information, parliamentary inquiry)”—in yellow lettering, as well as a supply of motion forms. Microphone monitors will have reserved seats by their microphone with an appropriate set of signs (as noted above) printed on both sides.

The speaker will inform the microphone monitor of the content of her comments, who will display the appropriate sign. The speaker will address the chair and, after being recognized, clearly state her name and club or federation position.

Only voting members may make motions and vote. All substantive motions shall be submitted in writing to the chair at the time they are made, using a motion form. Motion forms will be passed to the chair by a runner.

No delegate may speak more than twice on the same question, nor longer than two minutes at a time, except by permission of the convention body. Total debate time for each proposed bylaw amendment shall be limited to 10 minutes, unless extended by the convention body. A non-delegate may speak once on any question for one minute only, provided there is no delegate wishing to speak.

The timekeepers work in pairs with stop watches. One timekeeper keeps track of the total debate time and another keeps track of individual speaker's time. One timekeeper is supplied with signs indicating: "10 minutes", "5 minutes", "1 minute remaining", "15 seconds remaining" and "time elapsed" directed to the chair as well a stopwatch. The second timekeeper has signs that say "1 minute 30 seconds", "30 seconds" and "stop" printed on both sides and a stop watch. Timekeepers will monitor the time and raise the appropriate sign. Timekeepers may have reserved seats at a separate table by the stage. They will have a set of signs as noted above.

Up to six runners will be stationed at the edges of the reserved delegate seating area. Runners will check badges for delegate ribbons, assist delegates in finding seats and help accommodate delegates who are physically challenged. Runners will also pass motion forms to the chair if necessary.

Timekeepers, microphone monitors and runners will have reserved seats next to each floor microphone.

Hospitality Committee Chair

A. Role and Responsibilities

The hospitality committee chair, working with the hospitality committee, will ensure all participants feel welcome and engaged and special care is given to VIPs.

B. Goals and Objectives

- Supports the goals and objectives of the convention.
- Make all participants feel welcome and engaged.
- Care is given to all VIPs.

C. Specific Duties

- Recruit, vet and report committee members to vice chair for approval.
- Provide stewards for VIPs.
- Coordinate VIP transportation.

- Communicate with VIPS about their stewards and transportation.
- Working with the program committee, develop and execute opportunities for cross cultural networking and fun throughout the convention.
- Provide directional support for participants throughout the convention.
- Provide greeters for all events.
- Staff a local information booth.
- Develop and execute greeter and guide program for airport arrivals and departures VIPS.
- Identify and contact local vendors, i.e. ground transportation companies, photographers, entertainment for special events, party and theme supplies.
- Identify potential locations for dinners with private dining space as requested by director meetings
- Identify potential businesses that might like to become sponsors of the convention to share with the sponsorship committee.
- Solicit local businesses for discounts for convention attendees, i.e. restaurants, retail stores, tourist attractions.
- Provide articles or information that can be posted on the website about the location of the convention.
- Develop a list of restaurants, medical services, churches, etc. to be used as information for our attendees.
- Helps with greeting attendees, social events, coordinates late night hospitality suite.
- Provide directional assistance during convention sessions in hotel/convention center, etc.
- Develop a Welcome Program for First Time Attendees.

D. Eligibility Requirements and Qualifications

- Be a member in SIA in good standing.
- Dedicated to the SIA strategic plan and strategic direction of the organization.
- Understands the goals and objectives of the convention.
- Read and write English or be willing to arrange translation/interpretation services at own expense.
- Regularly checks and responds to e-mail.
- Available to attend the entire convention.
- Able to attend regular conference/telephone meetings.

- Experience managing volunteers.
- Able to work cooperatively with others.
- Be familiar with and have a network within the local area.

E. Reports to

Convention vice chair

F. Reporting/Monitoring

- Provide names and contact information for all committee and volunteers to vice chair.
- Provide updates on concerns and opportunities.
- Within 30 days, provide a final report with recommendations for improvement of hospitality related aspects to the convention chair.

G. Application Process

The convention vice chair will identify, vet and recommend a convention hospitality chair. Ideally, this would be completed two years before the start of convention. The hospitality chair will select their committee no later than two years before the start of convention. The convention chair will approve the hospitality chair and committee members.

H. Term of Assignment

The hospitality chair will serve until final report is completed. The hospitality committee will serve until the conclusion of the convention.

I. Finances

Funds will be budgeted to cover convention registration.

J. Channels of Communications

In order to effectively achieve the goals and outcomes of the position, the hospitality chair must communicate with:

The convention vice chair and committee members.

Other committee chairs as necessary.

The SIA executive director & CEO and director meetings.

K. Supervision

The hospitality chair will supervise the following volunteers:

Stewards: The president, the president-elect, the immediate past president, presidents from other federations and the president of Soroptimist International should each have a volunteer assigned as her steward. Any other special guests as the president may request, should have an assigned steward as well.

Stewards must be available to that person throughout the convention. Stewards should:

Meet their assigned VIP at the airport and travel with her to the hotel.

If someone else is assigned to transportation, the steward should be available to greet the VIP on arrival at the hotel and introduce herself.

Attend the entire convention and make herself available to the visitor throughout.

Offer to run errands as needed.

Escort the visitor from her hotel room to social events and make sure that she is introduced to others, has a beverage and knows where to sit.

Escort the VIP to sessions ensuring she arrives at her seat on time

VIP Transportation: Volunteers will meet the president, president-elect, immediate past president, other federation presidents, president of Soroptimist International at the airport and escort them to their hotel. Schedules are to be coordinated with director meetings.

Exhibitor Committee Chair

A. Role and Responsibilities

The exhibitor committee chair, with the exhibitor committee, shall identify, select and service the vendors chosen to sell goods at the convention.

B. Goals and Objectives

Supports the goals and objectives of the convention.

Meets the vendor revenue target for convention.

Provides meaningful vendors for participants.

B. Specific Duties

- Identify, vet and supervise vendor committee members and submit the list to the vice chair for approval.
- Work with director meetings to identify vendor needs and specifications.
- Identify possible vendors.
- Communicate with vendors including acceptance, approval, setup, teardown information.
- Selects final vendor list and shares with director meetings.

- Using a letter of agreement provided by director meetings, finalizes agreements with each vendor and forwards completed agreements director meetings.
- Manages vendors on site.
- Creates final report.
- Works in conjunction with director meetings to finalize floor plan for exhibits/vendor sales area.

C. Eligibility Requirements and Qualifications

- Be a member in SIA in good standing.
- Dedicated to the SIA strategic plan and strategic direction of the organization.
- Understands the goals and objectives of the convention.
- Read and write English or be willing to arrange translation/interpretation services at own expense.
- Regularly checks and responds to e-mail.
- Available to attend the entire convention from the set-up of booths to the close of exhibits.
- Able to attend regular conference/telephone meetings.
- Experience managing volunteers.
- Able to work cooperatively with others.

D. Reports to

Convention vice chair

E. Reporting/Monitoring

- Provide names and contact information for all committee and volunteers to the convention vice chair.
- Provides prospective list of vendors and updates lists with final vendors.
- Within 30 days of the close of convention, provide a final report with recommendations for improvement of exhibitor related aspects to the convention chair.

F. Application Process

The convention vice chair will identify, vet and recommend a convention exhibitor chair. Ideally, this would be completed two years before the start of convention. The exhibitor chair will select their committee no later than two years before the start of convention. The convention chair will approve the exhibitor chair and committee members.

G. Term of Assignment

The exhibitor chair will serve until final report is completed. The exhibitor committee will serve until the conclusion of the convention.

H. Finances

Funds will be budgeted to cover registration.

I. Channels of Communications

- In order to effectively achieve the goals and outcomes of the position, the Exhibitor Chair must communicate with:
- The convention chair, vice chair and committee members.
- Other committee chairs as necessary.
- The SIA executive director & CEO and director meetings.