

2011 CONVENTION PERSONNEL

Job Descriptions

11-1-2009

Following is a list of the key positions that have proven to be a vital factor in hosting a successful convention. Additional positions may be appropriate to distribute the work load or to take over in case of an emergency. It is best when the Chair and Co-chair are not of the same household. When selecting individuals for these positions the following should be considered: time available as required for the position, related experience, and familiarity with required task. Previous NCCC convention experience is helpful. .

Individuals seeking appointment as Director of Convention (also Co-Director of Convention) and Convention Treasurer must submit a resume to the Convention Steering Committee prior to being appointed.

A full job description for the director, co-director, treasurer as well as each of the chair and co-chair personnel is listed in the job description section. The following is a suggested list of the personnel needed to have a successful convention.

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| 1. Director of Convention | 2. Co-Director of Convention |
| 3. Convention Treasurer | 4. Registration Coordinator |
| 5. Welcoming Chairperson | 6. Security Chairperson |
| 7. Parking Lot Chairperson | 8. Tech Chairperson |
| 9. Competition Chairpersons (10) | 10. Event Timing |
| 11. Entertainment Chairperson | 12. Banquet Chairperson |
| 13. Decorations Chairperson | 14. Corvette Mall Chairperson |
| 15. Hospitality Room/Beverage Chairperson | 16. Merchandise Chairperson |
| 17. Awards Chairperson | 18. Door Prizes Chairperson |
| 19. Tours Chairperson | 20. Local Sponsorship Chairperson |
| 21. Children's Program Chairperson | 22. Photography Chairperson |
| 23. Publication Chairperson | 24. Webmaster |
| 25. Convention Logo Design | 26. Event Results Posting |

Director of Convention

The Director of Convention must be willing and able to make a significant commitment of time and resources necessary to perform the task. Previous NCCC convention experience is a must. The proposed Director and/or Co-Director are required to attend all Convention Steering Committee meetings as previously described in the Convention Bid section.

Ultimately, the Director is responsible for all aspects of the convention including contractual agreements. All contracts must first be reviewed and approved by the Convention Steering Committee prior to acceptance signatures by two of the three following people: the Convention Director, the Business Manager and/or the Convention Steering Committee Advisor. The Director should refer to the NCCC By-Laws for information regarding appointment schedule, travel and lodging expenses and additional responsibilities. Travel and lodging expenses will be reimbursed to the NCCC general treasury from the Convention proceeds. The expense payment for the final meeting as Director will be made only when all required final convention reports (event results, convention summary, etc.) are submitted to the Convention Steering Committee.

It is helpful if the Director live reasonably close to the Convention headquarters hotel. The Director is responsible for obtaining information for the Convention brochures and **BLUE BARS** as designated by the Director of Publications (see page??), as well as supplying the initial and revised convention information to the Webmaster for the NCCC web site.

Co-Director of Convention

The Co-Director of Convention must be willing and able to meet the requirements outlined in the duties of the Director of Convention. A Co-Director of Convention must be appointed in case the Director cannot fulfill his/her duties, but also to lighten the burden on the Director. The Co-Director should not be a member of the same household as the Convention Director

Convention Treasurer

This position is assigned by interviewing with the convention steering Committee and the NCCC President.

Registration Chairperson

The Registration Chairperson works closely with the Convention Treasurer. The chairperson must be able to devote necessary time to registration from opening of registration to the end of convention. This person is also responsible for the setting up and staffing of the check-in area at convention. The chairperson is responsible for putting together the participant packets which include meal tickets, special information regarding entered events, and badges and also convention goodie bags which include items such as patches and promotional materials. Check with Director of Sponsorship for required sponsor(s) check-in packages and with Charity Director for required Charity guest(s) registration packages. The Registration Chairperson should also have a co-chairperson.

Welcoming

This Chairperson will be responsible for arranging a committee to welcome all of our conventioners. They will be available when our guests are arriving, welcome them, assist them with any questions

Security Chairperson

The Security Chairperson is responsible for secured parking areas and parties. He/she may be required to obtain bids for security personnel and fencing of secured parking areas. The Security Chairperson should obtain any necessary equipment not supplied by the security contractor; for example, tent/canopy, golf carts, radios, etc.

Parking Lot

This person will be in charge of the parking lots at convention. They will be responsible to direct all vehicles to the correct parking lot. All parking will be on site. They will need to be available when the guests start to arrive. They will work closely with the Security chairperson

Tech Chairperson

The Tech Chairperson should have working knowledge of the current NCCC competition manual. The Tech Chairperson should be available during the scheduled technical inspection times while addressing the needs of any late arrivals or problems. The Tech Chairperson should assign several knowledgeable individuals to help process entrants through tech inspection. The Tech Chairperson should obtain the necessary equipment for conducting the tech inspection (electronic equipment, jacks and stands, torque wrench, etc.).

Competition Chairpersons

All event chairpersons must have working knowledge of NCCC rulebook for the event they are chairing. They must be available for the General Drivers Meeting. They should obtain a list of entrants and classes from the Registration Chairperson and let the Awards Chairperson know how many trophies will be required. They must also write a brief article about their event for **BLUE BARS**. Event chairpersons should not register for any event that is being held the same day as the event they are chairing. Event chairpersons are responsible for posting their event results at the Communication Center as soon as possible following completion of event, supplying a copy to the Director of Convention before the end of convention week.

Timing Chairperson

The Timing Chairperson will be in charge of timing at all competitive events. This person will need to work with all competitive chairpersons to ensure a quality event.

Entertainment Chairperson

The Entertainment Chairperson should have a good imagination for parties. Previous convention experience is helpful. It is important the Entertainment Chairperson work closely with the Sponsorship Chairperson, Decorations Chairperson and the NCCC Director of Sponsorship in order to coordinate those parties that have sponsors with specific needs, plans or themes for their parties. Also, activity nights or picnics outside the hotel are planned by the Entertainment Chairperson.

Banquet Chairperson

The Banquet Chairpersons responsibilities include banquet room layout, seating arrangement for NCCC officers, guests, convention host and general convention attendees, coordinating decorating requirements (including banquet programs and officers nametags), work with the hotel catering for beverage service requirements and schedule meal serving. Coordinate with Registration Chairperson a method to indicate the choice of meal (fish, chicken, beef, vegetarian, etc.) that can be included in the check-in package for use at the banquet.

Decorations Chairperson

The Decorations Chairperson should be an individual with imagination and creativity. The Decorations Chairperson should coordinate with the Entertainment Chairperson, Local Sponsorship Chairperson and NCCC Director of Sponsorship in addressing the party themes and sponsors needs. The hotel may be able to furnish some decoration materials.

Corvette Mall Chairperson

The Corvette Mall Chairperson must coordinate with the Sponsorship Chairperson, NCCC Director of Sponsorship and the Door Prize Chairperson in accommodating vendors and/or sponsors. He/she needs to draft a floor plan for the Mall including the NCCC Charity, NCCC Merchandise vendor and the NCCC Distribution Center. The Corvette Mall Chairperson should start soliciting vendors at least nine months before the convention and be able to be present when the Mall is open. He/she is responsible for securing the Mall area.

Hospitality Room/Beverage Chairperson

The Beverage Chairperson must be present when the hospitality room is open and at the evening parties. They must have knowledge of the contractual obligations regarding beverages. The Beverage Chairperson is responsible for reporting to the Director of Convention with a daily accounting of the beverages (beer, wine, soda, etc.) consumed. This person must also be aware of State/Local liquor laws and Hotel rules.

Merchandise Chairperson

The Merchandise Chairperson should be someone willing to order, inventory and sell convention merchandise for the host region or club. He/she should contact previous year's Merchandise Chairperson to determine quantities that should be ordered. The merchandise inventory is financed by the host region or club. The host region or club receives any proceeds for the merchandise sales and they are responsible for any losses. The Merchandise Chairperson is responsible for making convention merchandise available for sale starting with the first Governors Meeting following the preceding convention, each Governors meeting thereafter until their convention, and also during the convention week in the Corvette Mall.

Awards Chairperson

Awards Chairperson should obtain competitive bids for event awards and help with design. The company providing the awards must be flexible enough to allow for additional orders during convention week due to class changes. The Awards Chairperson should consult with all Event Chairpersons to determine the number of awards required for each event. Awards Chair must coordinate with the Director of Convention to determine the number of awards per class (which may be more than stated in the NCCC rulebook) and Travel, Distance, Overall Competitor, Sponsors and other awards as requested.

Door Prize Chairperson

Chairperson needs to solicit local businesses, sponsors and vendors for door prizes to be given away during the convention week; however, this effort must be coordinated with the Local Sponsorship Chairperson and NCCC Director of Sponsorship. In a joint effort with the Local Sponsorship Chairperson and the NCCC Director of Sponsorship, a procedure should be established as to how and when the door prizes will be given away. If door prizes are to be given away in the Corvette Mall, the chairperson should be present to hand them out.

Tour Chairperson

The Tour Chairperson must work with the Director of Convention on scheduling any tours (bus or self-guided) offered during the convention week. All tours and any related cost must be approved by the Director of Convention. The Tour Chairperson is responsible for promoting the Tour Program and should be available during the convention week registration period to answer questions and book tours. The Tour Chairperson will also need to coordinate with the Entertainment Chairperson regarding time schedules of planned activities. The Chairperson will need to work with Chicago Southland to plan tours be present to hand them out.

Local Sponsorship Chairperson

The Local Sponsorship Chairperson should have local business contacts in order to solicit funds and/or products. The Local Sponsorship Chairperson must coordinate all local sponsorship efforts with the Director of Convention, NCCC Director of Sponsorship and Corvette Mall Chairperson. Should any local sponsor be interested in a possible national sponsorship, the NCCC Director of Sponsorship should be advised.

Children's Program

The Children's Program Chairperson should enjoy children, can relate to them, have imagination, and patience. They should select several others to work with them as assistants and chaperones. Chairperson should be willing to work most evenings during the convention. Activities for children of all ages need to be set up by age groups. The Children's Program Chairperson should consult with the Convention Director and the Hotel to see what rooms are available for help in planning the program. He/she should have knowledge of attractions outside the hotel that might interest youths.

Publications

Compile information and produce the Convention Program Book. Work with Convention Director and Co-Director to include important information such as schedules, maps, local information and Chairperson profiles.

Photography

Take pictures of the events, parties, and convention week.

Webmaster

Design and make a user friendly website for the 2011 convention. Work closely with the Convention Director, Co-Director and MWR Webmaster and NCCC Webmaster to keep our information up to date!

Convention Logo

Design a Logo for convention which includes NCCC, MWR, the year, location, 52nd, annual convention, have a theme which somehow relates to the town where the convention is held, and has a Corvette.

Event Result Posting

Secure event results from all events each day and post the tentative results in the Convention Center.