

## **2011 CONVENTION COORDINATOR**

We are currently seeking applications for the 2011 Convention Coordinator position. Full Position description follows below.

All interested persons should complete the OPA Volunteer Application and submit along with copy of resume by Jul. 1, 2010 to [volunteers@omegaphialpha.org](mailto:volunteers@omegaphialpha.org)

**OMEGA PHI ALPHA**

**POSITION DESCRIPTION**

**Title:** Convention Coordinator

**General Purpose of Position:**

*To be the event planner for Convention by developing the active track, overseeing registration and facilitating the day of events.*

**Classification:** Appointment

**Level:** National

**Relationships to Other Jobs:**

Appointed by: VP of Business Operations / NEB

Accountable to: VP of Business Operations

Support from: Alumnae Convention Coordinator, VP of Communications, VP of Business Operations

Works with: ACC, VP of Finance, VP of Communication, NEB, Awards Chair, Insignia Coordinator, Workshops Presenters, Hotel Representative

**Term of Service:** 1 year(s) from August to July.

**Time Commitment:** 10/15 hours per week with peak hours between March and July.

**Required Qualifications:** All national, district, and appointed officers must be members in good standing of Omega Phi Alpha.

**Preferred Knowledge/Abilities/Experiences:**

- Event planning experience
- Computer skills especially in Microsoft Office
- Ability to travel for site visits
- Experience with negotiating contracts
- Membership and familiarity to the forum as well as Facebook
- Familiarity with the OPA travel policy.

**Duties and Responsibilities:**

1. Oversee and develop the convention schedule
2. Work with VP of Business Operations and Alumna Convention Coordinator to coordinate and create and itinerary for a site visit
3. Plan all convention activities, with the exception of the alumnae track when an Alumnae Convention Coordinator has been appointed
4. Plan and organize banquet
5. Work with the ACC, VP of Business Operations, and VP of Communications on the Convention Publicity Plan
6. Reach out to chapter(s) nearest the convention location to encourage their presence at convention
7. Promote and publicize incentives and active participation
8. Oversee Convention registration in conjunction with the Office Assistant
9. Work with VP of Communication to write articles for each Chevron concerning convention.
10. Plan welcome reception, including icebreakers, activities, and food and beverage
11. Plan the service project to be completed during convention
12. Work with VP of Business Operations, VP of Finance, and ACC to develop a feasible budget that must be approved by the NEB
13. Familiarize yourself with the OPA travel policy and procedures.
14. Perform a site visit during which you will follow the site visit procedures.
15. Respond to any questions within 48 hours via email or telephone.

**Convention/ Midyear Attendance required? *Yes / No***

I have read the position description and understand the responsibilities and duties of a Convention Coordinator. I agree to fulfill them to the best of my ability. I understand my placement in this position is pending the successful completion of the nomination/appointment application process, including a criminal background check if required for my position.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature – Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature – Supervising NEB member

\_\_\_\_\_  
Date

# Convention Coordinator Calendar of Events

Prior to January:

- Have meeting and/or conference call with the VP of Business Operations to review the hotel contract, travel policy, proposed budget, etc.
- Contact the hotel representative and convention bureau representative.
- Conduct Site visit at the chosen hotel, per the Site Visit Procedures.
- Create a theme for the convention by working with the ACC, VP of Business Operations, and VP of Communication
- Work with the VP of Communication and the ACC create a publicity plan which includes:
  - o Logo
  - o T-shirt Design
  - o Forum
  - o Evites
  - o Facebook
  - o Chevron articles
  - o Mailings
- Have a rough draft of the schedule with various options that rotate days and times for service project, workshops, outings, etc.
- Research schedule and fees options to propose to the NEB in January.
- Make suggestions for incentives.
- Propose any contracts that must be signed by the President including, banquet, dinners, etc.
- Review possible options for transportation from airport to hotel and ground transportation to determine the most reasonable efficient way to go.
- Propose ideas for workshops to NEB

January:

- Review approved budget
- Meet and discuss with the VP of Business Operations what was discussed and decided at the NEB mid-year meeting

February

- Select and confirm menu options with the hotel, i.e. breakfasts, snacks, reception, etc.
- Completed registration form and related documents need to be sent to the VP of Business Operations by February 15<sup>th</sup> for review.
- Have the registration process confirmed with the virtual assistant.

March

- Registration process goes live, be ready for questions!
- Finalize workshops.

## April

- Finalize schedule prepared by the 1<sup>st</sup>.
- Secure bids for convention notebooks and other printed convention materials (constitution and nametags).

## May

- Continue monitoring registration to ensure things are flowing smoothly and that the predicted number of people in attendance is being met, adjust accordingly. Ensure we are in line to fill quota with hotel and if it looks like we will fall short or exceed contact VP of Business Operations immediately.
- Create or appoint someone to create the convention slideshow that contains photos from the past year.

## June

- Have roommate assignments made in order to optimize space.
- Secure bags and have prepared a content lists. Approve with the VP of Business Operations.
- Be familiar with the convention notebook procedures.
- Obtain an electronic copy of everything to be included in the notebooks.
- Send out packets (via mail and email) to all registered attendees that includes a what to bring list, what to expect list, schedule, things to do in the city, and travel policy. If possible also include proposed legislation.

## July

- Draft convention surveys. Get Vice President of Business Operations/NEB approval.
- Confirm travel arrangements.
- Make sure T-shirts are ordered and shipped in accordance with the publicity plan.
- Prepare name list of name tags.
- Confirm payments and assist in collection of outstanding debts.
- Work on attendee list of notebooks.
- Make sure Convention slideshow is complete.
- Make sure the OPA projector's transportation to Convention has been arranged.
- Verify constitution booklets have been created and are ready for shipment.

## During Convention

- Confirmation meeting with hotel representative to ensure everything is finalized.
- Assemble goodie bags
- Oversee arrival and departure of all attendees
- Oversee registration table
- Oversee and host welcome reception
- Respond to hotel issues ASAP (ex. room complaints)
- Oversee the distribution and completion of convention surveys.
- Make sure nametags have been assembled and distributed.
- Verify rooms are set up correctly.
- Make sure we have enough breakfast in the morning. If we need more conference with VP of BO.
- Inform VP of BO/NEB of major issues ASAP.
- Coordinate service project and all off site activities.

- Oversee the distribution of Convention t-shirts and notebooks. Get extra shirts to the Rose Shop for selling.
- Find sisters with outstanding debts and make sure they are paid.
- Verify all payments to vendors are made.

#### After Convention

- Ship remaining materials to where they need to go.
- Make sure all sisters have paid in full.
- Mail shirts to anyone who didn't attend.
- Create a wrap up report for NEB to review.
- Prepare file to transfer to your successor.