

## **Runner Coordinator**

### ***(General Requirements)***

- Responsible to attend all designated cc meetings
- Return all convention-related inquiries or requests no later than 2-3 business days (if information needed will take longer, a courteous response/update is needed)
- Obtain approval for all letters and publications from the Board and 'cc' the Convention Coordinator before sending them out
- Notify Volunteer Coordinator of any volunteers needed

### ***(Committee Specific Requirements)***

- Determine if changes need to occur for application process
- Generate Runner Application package and letter for prospective runners and obtain Board approval
- Send Magazine blurb for recruiting Runners with qualifications, guidelines, and application deadlines, etc., to Publications by November 1st
- Send updated deadlines for applications to Webmaster by November 1st
- Mail out Runner Applications when requested
- Work with all Committee Heads (esp., Facilities, Workshop Coordinator, Volunteer Coordinator, Exhibit Hall, Registration, Used Curriculum, Graduation,) to determine runner needs in their specific area
- Provide a suggested number of runners based upon needs for each Committee at designated times (Facilities, Exhibit, workshops)
- Obtain CAPE Board approval for # of runners
- Receive runner applications and compile for Board review/selection
- Send notification of runner selections to each runner
- Recruit Board Approved Supervisors who will work during Convention
- Work with the Volunteer Coordinator to register Supervisors
- Generate Rules and regulations for Runners (includes dress, attitude, etc.)
- Determine number and size of shirts for Supervisors and Runners and send to designated Board member for ordering
- Determine runner jobs/slots and fill them based upon Supervisor/runner application information.
- Determine times for breaks
- Select lunch location for Runner orientations post Exhibitor hall setup activities (Thursday).
- Setup devotions for Runner/Supervisors every morning.
- During the convention, oversee the supervisors/runners' activities

- During the convention, work with Convention, Facilities, and Workshop Coordinators to modify plans.
- During the convention, monitor and record runner behavior. If issues arise, provide information to Convention Coordinator and/or Board, as needed.
- Determine runner performance rating/evaluations for future reference. Create a data base of poor and star performers for next year's selection.
- Post-Convention send thank you notes to volunteers that served in your committee
- Post-convention sends any reports requested by Convention Coordinator or Board within 30 days of convention
- Let the Convention Coordinator know if you are willing to volunteer again. If not, obtain Board approval for your recommended replacement so that you may begin training them.
- Runner Coordinator will work with and make sure the Supervisors understand their responsibilities to:

**Runner Supervisors:**

- Oversee Runners' activities
- Monitor and record Runner behaviors and address any issues with Runner Coordinator, as needed
- Work with Runner Coordinator and Convention Coordinator for set up of Exhibit Hall and/or workshop rooms
- Determine Runner performance rating/evaluations for future reference
- Let the Convention Coordinator know if you are willing to volunteer again. If not, obtain Board approval for your recommended replacement so that you may begin training them.