

Convention Coordinator

- 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 official letters and publications from the Board (i.e., Registration forms, Graduation packets, Publicity letters, etc.)
- Determine which heads should attend which meetings and advise them
- Initiate coordination efforts with Hosting Facility
- Provide detailed description of Convention to Hosting Facility.
- Provide a Visual map of Facility for Program and send to Publications by March 1st, and share with other Committees as needed)
- Set up all Convention Committee Meetings and ensure minutes are recorded and distributed (within 7 days)
- Develop and maintain timeline of events/deadlines with input from Convention Committee Heads.
- Facilitate communication with Hosting Facility and designate/delegate Committee Heads to do so, as needed (Exhibit Hall Coordinator and Facilities Coordinator, etc.).
- Ensure Hosting Facility's requirements are documented and communicated to all Committee Heads.
- Work with CAPE-NM Board, Facilities Coordinator, Workshops Coordinator, and Exhibit Hall Coordinator to determine area allocation for Convention.
- Track and assist with Committee Heads as needed to meet deadlines. Assist committee heads to eliminate roadblocks and develop solutions.
- Communicate key issues and concerns to CAPE-NM Board
- Confer with Board before making changes to policies or facility setup
- Ensure overall Convention runs smoothly and work with Hosting Facility, Committee Heads, and Board to address problems on-site
- During Convention, ensure setup is aesthetically pleasing to the eye and all is ready with a professional appearance
- Provide list of Do's/Don'ts from Hosting Facility (i.e., no food, no signs on wall, etc.) and communicate this to all Committee Heads.
- Post-Convention send thank you notes to Committee Heads (they will then send thank you notes to the volunteers that served in their committee)
- Post-Convention, gather input from Committee Heads to determine how to improve convention for next year. Send report to Board within 45 days of convention.

As a way to show our appreciation to all of the Committee Heads and

Volunteers, CAPE would like to bless them with the following items:

Committee Head	Registration	Recordings	Meals	Other
Convention Coordinator	Family w/Mmbship	\$99 Voucher	ALL	