

FACILITIES COORDINATOR

1. Helpful Prerequisites
 - A. Familiarity with conventions or hotels
 - B. Experience with reading and/or negotiating contracts

2. General
 - A. Attend Convention (approx. time = 2-1/2 days once yearly)
 - B. Attend NCWSC meetings (approx. time = 3 times yearly, 1-2 days)
 - C. Attend Assembly (approx. time = once yearly, 2 days)
 - D. Attend Convention Planning meetings (approx. time = 1day/every month)
 - E. Keep "Convention Guidelines" current (approx. time = 4 hrs/ once yearly)

3. NCWSA Convention (approx. time = Overall – 6 hours monthly except as noted in Section 2)
 - A. Select site using rotation as described in "Convention Guidelines"
 - B. Sign contract with facility and provide a copy of contract to NCWSA Chairperson
 - C. Authorize all expenses by planning committee
 - D. Attend all planning meetings
 - E. Be liaison between NCWSA, NCWSC and the facility
 - F. Attend convention and be available to Convention Chair and committees
 - G. Provide "Convention Guidelines" to Convention Chair
 - H. Update "Convention Guidelines" as necessary based on experience at convention with input from committee. Submit for approval to NCWSC.
 - I. Chair "Post Convention" meeting
 - J. Provide future budget input to NCWSA Budget Committee

4. Reimbursable Activities
 - A. Travel to and from Convention Planning meetings
 - B. Travel to and from Convention
 - C. Travel to and from NCWSC meetings
 - D. Travel to and from Assembly meetings
 - E. Room and food expenses while at Convention
 - F. Room and food expenses while at NCWSC meetings
 - G. Room and food expenses while at Assembly meetings
 - H. Office supplies required for the performance of position
 - I. Cost of phone calls required for the performance of position
 - J. Any expense that is required of you in order to perform this position