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## Convention Committee Chair Duties at a Glance

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**Convention Chair** – Coordinates the planning and execution of the entire convention. Makes decisions in conjunction with the MBG President and oversees all of the Convention Committee Chairs. Two or more people can serve as Co-Chairs and share the responsibilities and accountability for all convention activities.

**Requirements/Skills:**

- Comprehensive knowledge of Convention Guidelines, MBG Bylaws and Financial Procedures.
- Knowledge and use in computer basics, email, Excel and MS Word.

**Basket Swap** – Organizes the display and conducts the swap of baskets made by participating attendees. Submits a list of participants to the Twining Times editor.

**Requirements/Skills:**

- Basic knowledge and usage in computer basics, email, Excel and MS Word helpful.

**Convention Brochure** – Coordinates the development and on-line publication of the convention information with Convention Chairs and Committee Chairs.

**Requirements/Skills:**

- Advance expertise in the application and usage Microsoft Word, Excel, PDF conversion desktop publishing and graphics software.
- Knowledge of Web design and requirements.

**Convention Treasurer** – Has complete responsibilities for all monies and financial records for the convention. Prepares and monitors the convention budget in collaboration with Convention Chair(s). Pays expenses and reimburses approved expenses in accordance with budget and MBG Financial procedures. Provides change money, collects money and reconciles receipts for convention areas handling money at the end of each convention day. A final financial report is provided to the Convention Chair(s) and for publication in the *Twining Times*.

**Requirements/Skills:**

- Advance expertise in the application and usage Generally Accepted Accounting Principles (GAAP); knowledge of 501(c) (3) non-profit requirements and State and IRS obligations.
- Advanced knowledge and use of accounting software.
- Knowledge of Convention Guidelines, MBG Bylaws and Financial Procedures.
- Knowledge and use in computer basics, email, Excel and MS Word.

**Donations** – Solicits donations and directs items for Welcome bag, Silent Auction and donations for Exhibit Room awards and other sponsored areas.

**Requirements/Skills:**

- Knowledge and use in computer basics, email, Excel and MS Word.
- Availability of storage for donations received.

**Exhibit Room** – Encourages submissions, accepts and displays baskets, obtains releases from submitters and oversees balloting process. Presents awards during Awards Night activities

**Requirements/Skills:**

- Basic knowledge and usage in computer basics, email, Excel and MS Word helpful.

**First Timers** – Provides recognition gift to first time convention attendee and recognizes first time attendees during Awards Night activities.

**Requirements/Skills:**

- Basic knowledge and usage in computer basics, email, Excel and MS Word helpful.

**Hospitality Room** – Solicits donations, purchases food and drink items within convention budget allocations, sees to the set-up, daily cleanness, and final clean-up of the Hospitality Room. Chair works with Volunteer Chair to schedule coverage for open hours of the Hospitality Room.

**Requirements/Skills:**

- Basic knowledge and usage in computer basics, email, Excel and MS Word helpful.

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**Hotel Accommodations** —Coordinates with MBG President and Convention Chair to negotiate a hotel contract. Monitors contract for contractual obligations by the guild and hotel. Chair is primary contact with hotel staff. Chair works with Teacher Liaison, Vendor Liaison and Workshop Chair to develop the convention floor plan.

**Requirements/Skills:**

- Experience in conference and hotel negotiations.
- Knowledge of MBG's Financial Procedures, Convention Guidelines.
- Knowledge and use in computer basics, Word, Excel.
- Knowledge and use of a software program to produce a floor plan.

**Jury** – Receives electronic files for teacher class applications, basket photos and biographies; receives and returns actual baskets that may be received; prepares teacher information for class tracking and inclusion into an online ballot; schedules dates and times for jury members to rate baskets online; Instructs jury members in the jury selection process and criteria; generates the Teacher contracts for selected classes; works closely with Teacher liaison and Convention brochure to provide accurate teacher/class information.

**Requirements/Skills:**

- Advanced knowledge and skills in Excel, Word, mail merge and Google Documents.
- Knowledge and use in computer basics and email.

**Logo Design** – Designs the logo to be used for all convention publications and logo wares.

**Requirements/Skills:**

- Skills in Graphic design and fundamentals
- Ability to provide logo images for brochure.
- Basic knowledge and usage in computer basics, email and word processing

**Logo Souvenir** – Coordinates with Convention chairs the type, styles and colors of items to be offered; follows MBG's Proposal and Bid process in the selection of suppliers; designs order form, provides picture and description for online convention information; receives and processes orders for delivery at convention; provides a detail accounting of items ordered and items sold at convention to the Convention Treasurer; maintains an inventory of items sold and remaining.

**Requirements/Skills:**

- Good knowledge and usage in computer basics, Excel, MS Word, graphics software.

**Mail-in Registration** – Coordinates with Convention Chair(s) on registration form content, receives registrations, confirms membership with Membership Chair; Receives and accounts for convention money and membership dues received with registrations; provides detailed accounting of monies received to Convention Treasurer; assigns student classes; generates student class confirmation letters; receives and organizes student class fee for teacher payment; provides information to all chairs needing registration related details.

**Requirements/Skills:**

- Advanced knowledge and skills in Excel, Word and mail merges.

**Market Place** –Coordinates Market place activities by receiving applications and applicable donations; receiving signed contracts from sellers, assigning spaces and overseeing setup and tear down of space at the conclusion of Market Place; provides donations received to Convention Treasurer.

**Requirements/Skills:**

- Basic knowledge and usage in computer basics, email, Excel and MS Word helpful.

**Media Presentation Chair** –Photographs convention related baskets and convention highlights and develops a slide show presentation for Awards Night activities; Identifies hardware and software needs and provides needs to Convention Chair(s) and/or Hotel Liaison; Coordinates with the hotel media personnel to ensure connectivity and use of audio/video equipment.

**Requirements/Skills:**

- Must have the ability to take digital photographs and format the images, to use Power Point or similar software and to set up and use audio/video equipment.

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- Basic knowledge and usage in computer basics and email.

**Name Tags** – Prints, cuts and includes name tags and other convention items in individual attendee name envelopes prior to convention.

**Requirements/Skills:**

- Access to quality Color printer.
- Basic knowledge and usage in computer basics, email, Excel, MS Word, PDF files

**On-Site Registration** – Issues name tags and distributes welcome packet to registered attendees, Processes on-site registrations and collects applicable fees; registers visitors and issues visitor name tag/pass, coordinates with Volunteer Chair to make sure registration table is staffed at all times. Reconciles and provides money received to Convention Treasurer.

**Requirements/Skills:**

- Basic knowledge and usage in computer basics, email, Excel and MS Word helpful.

**On-site Open Workshops** – Posts open class photos and descriptions at convention registration table. Tracks filled slots and prepares payment envelopes that are given to the teacher.

**Requirements/Skills:**

- Basic knowledge and usage in computer basics, email, Excel and MS Word helpful.

**Publicity** – Promotes convention for public visibility and awareness through avenues such as Chamber of Commerce, mail, news media, social media, submission of events to basket organizations, etc.

**Requirements/Skills:**

- Basic knowledge and usage in computer basics, email, Excel and MS Word helpful.

**Roommate** – Provides a list of names, email addresses and phone numbers to convention attendees expressing a desire on their registration form for a roommate. The attendee will then contact names from the list to select a compatible roommate.

**Requirements/Skills:**

- Basic knowledge and usage in computer basics, email, Excel and MS Word helpful.

**Silent Auction** – Accepts, numbers, displays and lists on spreadsheet donated items for the Silent Auction, provides bid sheet for each item, generates and posts names of winning bids, collects money and distributes winning items, reconciles winning bids and money received with Convention Treasurer.

**Requirements/Skills:**

- Advanced knowledge and skills in Excel (pivot tables), Word and mail merges

**Student Workshop Assignments** – See Mail-in Registration Chair – duties combined.

**Teacher Liaison** – Coordinates with Jury Chair in the development of the Teacher Application for publishing in the *Twining Times*, publication on-line and distribution to teachers. Receives and prepares for online publication teacher biographies; receives class patterns from teachers and makes up book for Silent Auction donation. Serves as point of contact to provide information on the number of students assigned and assistance with any issues that arise to teachers.

**Requirements/Skills:**

- Advanced knowledge and skills in Excel (Pivot tables) and Word.
- Knowledge and usage in computer basics and email.

**Teacher/Vendor Reception** – Coordinates donations, purchase of food and/or catering for the reception held on Thursday evening of the convention.

**Requirements/Skills:**

- Basic knowledge and usage in computer basics, email and word processing helpful.

**Traveling Basket** – Coordinates the receipt of the traveling basket from the previous convention winner and conducts Traveling Basket drawing during the Awards Night activities

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### **Requirements/Skills:**

- Basic knowledge and usage in computer basics, email, Excel and MS Word helpful.

**Vendor Liaison** – Provides vendor applications, receives the completed applications, issues vendor contracts; provides vendor packets which include guidelines and cancellation policies. Vendor requirements and booth assignments are coordinated with the Hotel Accommodations Chair. Forwards deposits received to Convention Treasurer for refund at the convention.

### **Requirements/Skills:**

- Basic knowledge and usage in computer basics, email, Excel and MS Word helpful.

**Volunteer Coordinator** – Recruits and organizes volunteers to help during convention, schedules and assigns volunteers to time slots for function coverage at convention and informs Chairmen of their scheduled helpers.

### **Requirements/Skills:**

- Basic knowledge and usage in computer basics, email, Excel and MS Word helpful.

**Welcome Bags** –Coordinates with Convention Chair on gift items and packaging method. Coordinates with Donations Chair the receipt of donated items; coordinates with Volunteer Chair for help to assemble the welcome bags prior to start of the convention.

### **Requirements/Skills:**

- Basic knowledge and usage in computer basics, email, Excel and MS Word helpful.

**Workshop Room** – Coordinates with Hotel Accommodations Chair and Teacher Liaison for weaving room floor plan, workstation set up and assignment of classes. Oversees the set-up of workstations; creates class signs for each class; ensures signs, trash bags and teacher evaluation forms are at each work station and clean water is available throughout the convention. At the end of the convention is responsible for the over-all clean-up and break down of weaving room, storage of MBG property and completion of any rental and hotel requirements for the workshop room.

### **Requirements/Skills:**

- Basic knowledge and use of Email.
- Knowledge and use of Excel, Word and mail merging helpful for generating class signs.

**Workshop Scheduling** –Selects classes to be offered at convention from results of Jury ballots and teacher requirements, determines day and time class time slots.

### **Requirements/Skills:**

- Advanced knowledge and skills in Excel (Pivot tables) and Word.
- Knowledge and usage in computer basics and email.

### **Notes:**

- Some positions are not offered each year and some chair responsibilities can be combined.
- All chairs must be an active MBG member at the time of appointment and throughout the convention year.