

Exhibits Coordinator

Overview of Responsibilities:

The role of the Exhibits Coordinator is to coordinate vendor communications and registration for the Annual Meeting, be the primary contact on-site at the meeting, and to retain and organize records pertaining to these activities.

Responsibilities:

1. Provide input in the program process.
2. Create and distribute the Vendor Registration letter and registration form on behalf of the President.
3. Be the primary contact for questions relating to vendor registration for the Annual Meeting.
4. Receive vendor registrations for the Annual Meeting from the Treasurer.
5. Keep both paper and electronic records of vendor registration.
6. Provide vendor registration records to the Meeting Registrar for creation of meeting materials.
7. Be the primary contact on-site at the Annual Meeting for vendors during set-up and tear-down. In addition, provide assistance to vendors during the meeting
8. After the Annual Meeting, provide roster with attendee contact information to Vendors who registered for the Annual Meeting.
9. Send for review newly created documents and proof records for accuracy before distribution.

Time Commitment during Year:

Will vary depending on the time of year, but on average 2 - 4 hours per week.

Time Commitment during NCSH Annual Meeting:

Time will be needed prior to and during the Annual Meeting for vendor registration, facilitating on-site vendor activities, and assist with general running of the meeting.

Qualifications:

The individual should have been a member of NCSH for at least one year prior to appointment.

Selection Process:

Qualified individuals will notify the NCSH President of their interest in the position. The President with approval from the other officers will appoint an individual to this position.

Term of Position:

There is no term limit for this position.

Accountable to:

The Exhibits Coordinator is accountable to the NCSH President and the Officers. While the Exhibits Coordinator does not have formal voting rights, they are encouraged to attend NCSH officer meetings.

Funding:

Funding will be based on the NCSH General Funding Policy. This may include:

- Registration
- Food
- Hotel
- Travel

Vacancy:

When there is a vacancy in this position, a qualified member will be appointed by the NCSH President with approval from the other officers.