

Cincinnati Division 7 - 2027 MCR Convention Convention Leaders Responsibilities

Common Items for Every Leader

- Work with Chair to ensure mutual understanding of responsibilities listed below
- Develop your area's work plan to meet all convention deadlines & share plan with Chair
- Adhere to the master convention event schedule as devised by the Convention Chair
- Work with Chair to devise a suitable space plan and tables layout for your area, if any
- Develop event staffing plan for your area and work with Volunteers VC to find helpers
- Coordinate with Chair and Treasurer if you have purchases or monies involved
- Write post-convention summary report to document your area's procedures/outcomes

Convention Chair

- Set the direction, strategy, responsibilities and nomenclature for all convention activities
- Secure a suitable and affordable hotel, design the space plan, manage all hotel relations
- Present proposal and periodic updates to Div 7 and MCR
- Set the dates, name, and logo for the convention, plus arrange for embroidered shirts
- Build the leadership team, plus assign roles and responsibilities, provide coaching
- Design the hotel space plan, including all chairs, tables, layouts and possible exhibits
- Work with the Treasurer and others to set and manage the budget
- Set the milestones schedule containing deadlines for all key planning steps
- Set the master event schedule for all activities for all 4 days of the convention
- Set policies (cancelations, refunds, tour etiquette, transport, compensations, rewards)
- Secure featured guest clinicians, including banquet speaker
- Secure in-hotel layouts as well as Thursday Afternoon Early Bird Featured Layouts
- Lead all publicity and marketing efforts, including designing and updating website
- Work with Registrar to select and develop both electronic and PDF registration systems
- Work with Publisher, Registrar, and others to design the reg. pkg and timetable program
- Work with Tours Chair and Registrar to print event tickets, as needed
- Set banquet agenda and seat assignments, including MCR, Contest and MMR Awards
- Work with Publisher and Clinics Vice Chair to create and post in-hotel signage
- Compile post-convention summary reports to document procedures and outcomes
- Coordinate creating and delivering post-convention certificates of appreciation

Vice Chair - Clinics

- Work with own knowledge plus Chair, Super, Asst. Super to devise target list of clinicians
- Secure clinicians and their topics & abstracts for each regular and make 'n take clinic slot
- Work with Chair to determine and hold slots for featured guest clinicians
- Confirm and remind booked clinicians several times prior to the convention
- Work with Chair to develop suitable space plan & table/chair layout for each clinic room
- Provide data to Chair for timely inclusion on website, reg. pkg., timetable, and signage

- Inform clinicians of our 60 to 70 minute strict time limit expectations for regular clinics
- Inform clinicians of our computer, A/V and room capabilities, expectations & limitations
- Work with Chair and A/V Leader to determine options for non-standard needs
- Work with A/V team and Volunteers Chair to staff set-up, take-down and event support
- Write post-convention summary report to document Clinics procedures and outcomes

Vice Chair - Layouts

- Work with Chair to develop full database list of area layouts, with current contact info
- Update 2018 convention layout solicitation letters and application forms
- Solicit layouts via email and phone to be open for tours and/or operating sessions
- Refine and update the 1-page layouts grid that shows which layouts are open when
- Update layout database spreadsheet with accurate descriptions, addresses, email, etc.
- Make sure each layout has a “permanent” corrugated plastic NMRA tour sign
- Confirm and remind booked layouts several times prior to the convention
- Create the layout tour guide book, including overall map, detailed maps, addresses, etc.
- Create google maps pre-set electronic GPS system, similar to 2018 system
- Co-Lead the tour desk, including incorporating others recruited by Volunteers Vice Chair
- Write post-convention summary report to document layout tour procedures/outcomes

Vice Chair - Tours

- Work with own files and Chair to develop list of potential rail and general interest tours
- Determine bus type and company options, solicit bus bids, and manage bus contracts
- Review with Chair frequently to design, approve and secure bus tours
- Catalog all rail and general interest attractions, including hours, address, fees, distance
- Develop compelling abstract descriptions for each self-guided attraction and bus tour
- Work with Chair and Volunteers Vice Chair to set tour guides where and when needed
- Confirm and remind booked attractions several times prior to the convention
- Lead the tour desk and dispatcher duties, including others recruited by Volunteers VC
- Write post-convention summary report to document Tours procedures and outcomes

Vice Chair - Volunteers

- Work with Chair and Volunteers Coach to develop full database of potential volunteers
- Work with Chair and Volunteers Coach to develop schedule table of all volunteer needs
- Solicit specific volunteer needs (numbers, timing) from all committee leaders
- Approach prospects to fill specific volunteer slots, then confirm and remind each
- Find last minute volunteers for no-shows and new needs
- Secure volunteers to staff the volunteers check-in desk (part of Registrations desk)
- After Event – give Chair list of volunteers (by roles & hours) for appreciation certificates
- Write post-convention summary report to document Volunteers procedures/outcomes

Registrar

- Work with Chair and Treasurer to explore/develop on-line electronic registration system
- Work with Chair to update 2018 convention registration printed materials and forms
- Work with Butler County Convention Bureau to obtain free bags & attractions magazine
- Source low-cost lanyards, name badges and any other registration bag items
- Coordinate registration bag stuffing – including program, layouts book, event tickets, etc.
- Send timely confirmations and reminders to registrants several times prior to the event
- Lead the registration desk, including supervising helpers recruited by Volunteers VC
- Process cancelations and refunds per our convention policies
- Write post-convention summary report to document Registrar procedures/outcomes

Treasurer

- Handle all funds and official accounting, and pay all authorized bills and refunds
- Advise Chair on budget, extra fare pricing, convention policies, other fiduciary matters
- Ensure state and city sales tax are waived for our non-profit entity, as appropriate
- Advise Registrar on use of credit card processing company
- Coordinate up to \$1000 reimbursement of contest award costs from MCR
- Work with Chair and A/V team to try to sell excess A/V equipment to another Division
- Do final accounting and accounting report, including reconciling with Chair's records
- Settle with Division 7 treasury and MCR, as needed
- Write post-convention summary report to document Treasurer procedures/outcomes

Publisher

- Work with Chair, Registrar, and others to develop the full registration package
- Work with Chair, Registrar, and others to develop the event program (timetable)
- Write post-convention summary report to document Publisher procedures/outcomes

Publicity/Marketing

- Devise a comprehensive marketing plan and implement with Convention Chair
- Develop Publicity Posters, Slides & Flyers for use in meets, emails, Kingpin, media posts
- Work with Webmaster to create and frequently update 2027 convention webpage
- Work with Division Facebook, YouTube and OpSIG coordinators to place timely notices
- Work with Chair to arrange short presentation at one-year prior banquet
- Work with Chair to ask for free advertising space in one-yr prior timetable program
- Encourage the sales and wearing of 2027 convention shirts to grow awareness
- Write post-convention summary report to document Publicity procedures/outcomes

Raffle Chair

- Compile email/phone contact list for all key manufacturers and dealers in hobby, using these sources: NMRA Partnership Program, vendors Roy Hord has for our Spring and Fall Shows, advertisers listed in back of Model Railroader, RMC, MRH, N-Scale, O-Gauge, Narrow Gauge & Shortline Gazette and NMRA magazines, sponsors in Ken Patterson's "What's Neat this Week" YouTube shows, model train manufacturers internet searches

- Send compelling solicitation emails to all those contacts to seek raffle prize donations
- Work with Chair to develop suitable space plan, tables layout and staffing hours
- Gather glad-ware or equivalent plastic bins (and labels) for tickets for each raffle prize
- Number each raffle prize and buy enough rolls of “twin” tickets to sell at raffle booth
- Set-up and staff Raffle Booth in designated room or portion of room
- Develop staffing plan and work with Volunteers VC to obtain and schedule helpers
- At closing bell, draw winning ticket, tape to bin, post poster with ticket & item number
- Manage and validate folks picking up their prizes
- Work with Treasurer for change, credit card processing, and periodic collections
- Write post-convention summary report to document Raffle procedures/outcomes

Company Store Chair

- Solicit merchandise to sell from all convention registrants and all MCR divisions
- Set policies and procedures, including check-in and settlement processes
- Provide policies and procedures to Chair, Marketing Chair & Publisher for publications
- Work with Chair to develop suitable space plan, tables layout and staffing hours
- Set-up and staff Company Store in designated room or portion of room
- Develop staffing plan and work with Volunteers VC to obtain and schedule helpers
- Manage the check-in, sales and settlement processes
- Work with Treasurer for change, credit card processing, and 10% settlements to Div 7
- Write post-convention summary to document Company Store procedures/outcomes

White Elephant Chair

- Solicit merchandise to sell from all convention registrants
- Set policies and procedures, including check-in and settlement processes
- Provide policies and procedures to Chair, Marketing Chair & Publisher for publications
- Work with Chair to develop suitable space plan, tables layout and staffing hours
- Set-up and staff White Elephant area in designated room or portion of room
- Develop staffing plan and work with Volunteers VC to obtain and schedule helpers
- Manage the check-in, sales and settlement processes
- Work with Treasurer for change, credit card processing, and 10% settlements to Div 7
- Write post-convention summary to document White Elephant procedures/outcomes

Contest Chair (Local)

- Work with MCR Contest Chair to determine which duties MCR team will do vs. Div 7, including who is responsible for finding/providing judges, who staffs entrant check-in desk, is a bag-check service needed, rules/policies/procedures/forms, who has awards made, is the judging open, who and when will entries be photographed and labeled for Awards show at banquet
- Provide policies and procedures to Chair, Marketing Chair & Publisher for publications
- Work with Chair to design and manufacture contest awards, if MCR asks us to do so

- Work with Chair to develop suitable space plan and tables layout for the room
- Work with Chair, MCR Contest Chair and Div 7 Contest Chair to agree on open hours
- Develop Div 7 staffing plan and work with Volunteers VC to obtain and schedule helpers
- Write post-convention summary report to document Contest procedures/outcomes

T-Trak Layout Chair (Local)

- Work with MCR T-Trak Chair to determine which duties MCR team will do vs. Div 7, including who is responsible for providing staffing, who staffs entrant check-in desk, who provides rules/policies/procedures/forms
- Provide policies and procedures to Chair, Marketing Chair & Publisher for publications
- Work with Chair to develop suitable space plan and tables layout
- Work with Chair, MCR T-Trak Chair and Div 7 T-Trak Chair to agree on staffing hours
- Develop Div 7 staffing plan and work with Volunteers VC to obtain and schedule helpers
- Write post-convention summary report to document T-Trak procedures/outcomes

Audio/Video/Computer Chair

- Work with Chair to determine and specify in advance how many systems are needed in each room, and what and how to purchase new items, including wireless mics, cables, laptops, projectors, screens and wireless remotes with pointers
- Work with Chair and use master convention schedule to develop suitable staffing plan, including Thursday am setup of all 4 clinic rooms, assisting each clinician in their set-up, running, and take-down activities, Saturday afternoon takedown, reception/banquet set-up including dual screens/projectors and coupled audio speakers, and late Sat takedown
- Work with Chair and Clinics VC to set-up all 4 clinic rooms, per provided space plan
- Handle technology incompatibilities when clinicians bring Apple-based systems
- Work with Chair to select surplus A/V/Computer items for possible sale to another Div.
- Write post-convention summary report to document A/V procedures/outcomes

Inside Signage Chair

- Work with Chair to create and position in-hotel signage
- Arrange transport of Div. 7 owned easels from and to Div. 7 Storage Locker
- Develop Div 7 staffing plan and work with Volunteers VC to obtain and schedule helpers
- During convention – post and rotate in-hotel easels and/or signage
- Write post-convention summary report to document Signage procedures/outcomes

Photos/Video Chair

- Work with Chair to develop list of formal events needing specific photo/video coverage, including contest entries, featured clinicians and banquet speaker, ad hoc photos
- Develop Div 7 staffing plan and work with Volunteers VC to obtain and schedule helpers
- Create convention photo gallery on USB drive and show at Saturday reception/banquet
- Provide all photos to the Chair for use in convention summaries, reports, and web posts
- Write post-convention summary report to document Photo/Video procedures/outcomes