

Mu Alpha Theta National Convention Coordinator Application

January 2019- December 31, 2022

Name:

Teaching experience:

Convention attendance:

Convention host experience:

Other Mu Alpha Theta event host experience:

What is your most favorite thing about convention?

What is your least favorite thing about convention?

Why do you want to be the convention coordinator?

I understand this position covers a four-year term starting in January 2019 and continuing to December 31, 2022. This position will be reviewed for renewal on a yearly basis by the Mu Alpha Theta governing council and may end at any time.

As convention coordinator, I'm responsible for the following convention tasks:

1. Scout convention city, venue, and hotel after consultation with national office
2. Recruit hosts, if necessary, and work with the host
3. With the national office, negotiate contract with hotel
4. Select event food during hotel negotiations, with input from host, if possible
5. Negotiate contract for AV and equipment for testing, speakers, chalk talks and awards once host has indicated event needs in conjunction with the national office
6. Negotiate contract for buses to/from the airport and excursions once host has decided on the excursion in conjunction with the national office
7. Arrange rooming assignments for schools
8. Arrange arrival and departure schedule to/from the hotel and airport
9. Arrive one day prior to convention and stay for the duration of convention. Assist host and test coordinator during this week and act as point of contact for the hotel during the convention.
10. Send a report to the governing council's meeting(s)

There may be other convention planning duties that could be assigned to the convention coordinator by the national office.

I will work within the following timeframes to scout and book the hotel and event venue for upcoming conventions:

Convention Year:	City & Hotel Booked By:
2020	March 1, 2019
2021	September 1, 2019
2022	January 1, 2020
2023	September 1, 2020
2024	January 1, 2021
2025	September 1, 2021

A further timeline of the above tasks related to each convention will be established in conjunction with the national office.

I will work with the national office to establish a budget for each convention and will adhere to this budget during planning. I realize that some of the line items may need to be increased or decreased due to unforeseen circumstances after the signing of this contract, and I agree to renegotiate such changes in good faith. All necessary changes will be discussed with the national office prior to purchases or agreements. Any budget decision by the treasurer and/or executive director of MAθ with which the convention coordinator disagrees may be appealed, via the president, to the entire governing council of MAθ, which has final authority. I will furnish all invoices, bills, and receipts to the national office in a timely manner. The executive director will be the final signer on all contracts.

The following duties belong to the convention host, not to the convention coordinator:

1. Construct registration packet
2. Order trophies
3. Does all setup at convention: pre, during, and post (including sponsor packets with t-shirts, nametags, and other instructions; etc.)
4. Deal with online registration, special competitions, topic tests, etc.
5. Coordinate Chalk Talk – setup rooms, schedule
6. Arrange excursions
7. Control copy center and copying during convention
8. Prepare program (w/ test coordinator)
9. Prepare sponsor duty roster
10. Determine room setups for testing and team competitions with test coordinator, speakers, Chalk Talks, and awards. Lets convention coordinator know AV needs.
11. Determine events, topics for tests, etc.
12. Order t-shirts
13. Design convention logo for shirts, printed and online materials, etc.
14. Prepare sponsor packets for national office to upload no later than September 15 of year prior to convention
15. Procure all supplies (pencil sharpeners, paper, pencils, etc. in convention city)
16. Plan mixers/evening events
17. Plan and lead sponsors' meetings during convention

18. Procure door prizes/donations (in conjunction with national office)
19. Arrive two days prior to convention and stay for the duration of the convention
20. Organize the student delegates - reserve a room for their three meetings, room setup should be such that each region can sit together, make food arrangements for the delegates (if meeting coincides with a meal), assign duties for the officers to help at the convention
21. Send a report to the governing council's meeting(s)

I will keep copious notes during the planning stages and will hand over these notes to the next convention coordinator at the end of my term. I will provide access to all of my notes to the national office. I agree to cooperate with the national office and convention host at all times. The compensation for this position is \$3,000 for 2019 (convention shadow year and for future convention planning work), and \$6,000 per each year of appointment (2020-2022 for future convention planning work and attending conventions), up to \$21,000 for a full four-year term.

Submitted by: _____

Signed: _____

Date: _____