

**Mind's Eye Society
Job Description Form**

Title	National Conventions Administrator (NCA)	Average commitment of 10 hours per week
Reports to	Mind's Eye Society Board of Directors	Approximate compensation 40 National per month

GENERAL DESCRIPTION

Leadership in the organization, planning and implementation of Mind's Eye Society membership conventions.

CORE RESPONSIBILITIES

Reporting <15%>

- Reports monthly to the Mind's Eye Society Board of Directors (MES BoD) in the specific format provided by the MES BoD.
- Reports prestige earned by individual members in support of MES-sponsored conventions within 60 days of convention end.

Convention Bids and Approval <25%>

- Develops and maintains bid guidelines for all National and Regional Membership Convention events for the Mind's Eye Society.
- Announces calls for bids at least 8 months in advance of anticipated date of convention.
- Responds to bids with necessary corrections and required components.
- Organizes bids for review by the MES BoD and answers questions from MES BoD members regarding specific bids.
- Works in conjunction with Regional Leadership to develop appropriate bids for their regional membership.

Announcements <25%>

- Ensures that announcements are made timely for the bidding window, approved bids, all calls for convention and storyteller leads, convention locations, room block information, pre-registration/registration information and prestige awards to applicable lists and individuals.
- Announces received bids and important convention partner communications to the MES BoD lists.
- Answers general and specific questions regarding MES-sponsored conventions on public lists.
- Responds to private inquiries regarding MES-sponsored convention procedures and prestige awards.

Team Oversight <20%>

- Develops specific administrative responsibilities for MES-sponsored Convention Leads and Storyteller Leads.
- Develop Milestones and manage to them for deliverables related to Conventions.
- Maintains data on progress and reporting for MES-sponsored Convention Leads and Storyteller Leads.
- Acts as envoy between MES-sponsored convention teams and the MES BoD.
- Selects convention and storyteller leads for MES-sponsored conventions and presents them for MES BoD approval at least 5 months in advance of anticipated date of convention.

Convention Partner Communication <15%>

- Communicates effectively and professionally with hotels, convention space representatives, and other MES-sponsored convention partners, returning communication within 1 business day.
- Negotiates minimum requirements for MES-sponsored conventions with convention partners.
- Acts as envoy between MES BoD and convention partners regarding any questions or concerns.
- Presents contracts from convention partners to the MES BoD
- Confirms convention partner receipt of all communication from the MES BoD.

WORK EXPERIENCE REQUIREMENTS

- Demonstration of ability to organize and manage medium to large conventions (150+ participants, including overnight stays)
- Experience with budgeting and fiscal management for projects of at least \$2,000
- At least 40 total hours experience leading a team at a convention (150+ participants)

HIRING PROCEDURE

- Selected from a group of applicants by the MES Board of Directors in a called vote.
- Reports to and is removable by a majority vote of the MES Board of Directors
- Indefinite term unless removed by the MES Board of Directors

COMMUNICATION REQUIREMENTS

- Ability to return correspondence in general within 72 hours or assign someone to respond if away for an extended period of time.
- Ability to communicate via phone or email with hotels and other convention partners within 1 business day during negotiations and planning.
- Must report monthly to the MES Board of Directors and be available for staff calls at least once a quarter.
- Must actively participate in planning and implementation groups for any club-sponsored convention.

Email contact address:
Phone contact number:

Start Date:

EMPLOYEE STATEMENT

I acknowledge receipt and review of my assigned job duties. I understand that I may be responsible for other duties as assigned by my supervisor that are not listed here.

National Conventions Administrator Signature: _____ Date: _____

