

CONVENTION MANAGER  
Position Description  
Revised 6-1-03

1. Meet with the Executive Committee and hotel representative for convention planning meetings.
2. Plan the convention program with the assistance of the Past President.
3. Make arrangements for audio visual needs
4. Coordinate the entertainments events of the convention
5. Plan all events requiring food.
6. In conjunction with the Executive Director, determine the location of registration
7. Secure revenue generating activities such as advertisements in program and handouts book, silent auctions, auctions, drawings, etc.
8. Develop, maintain, and update a convention manual. The updated manual should be shared with the Executive Director during the month of January.
9. Hold membership in AAHPERD and VAHPERD
10. Work with newsletter and journal editors to make sure convention advertisements, registration forms, and presentation forms are included in appropriate issues.
11. Submit budget recommendations to the Executive Director before March 1<sup>st</sup>.
12. Make arrangements to have exhibits application forms inserted in all appropriate VAHPERD publications.
13. Make arrangements to have exhibit application forms distributed at the National and Southern District conventions
14. Furnish the exhibits application form to the origination marketing company.
15. Design the exhibits floor plan and number of booths available.
16. With the Past President negotiate with venders and speakers for free or discounted tables.
17. Correspond with exhibitors
18. Maintain a record of money received from exhibitors and transfer the funds to the Executive Director.
19. Assist in the registration of exhibitors
20. Write letters of appreciation to exhibitors after convention.

Evaluation

1. The Convention Manager is evaluated on an annual basis. After the annual convention the Executive Director assesses the performance of the Convention Manager and shares the assessment with the Convention Director. The Executive Committee approves or disapproves the Executive Director's report. The report is then submitted to the Board of Directors at the Board Meeting following the convention for approval. If the evaluation report is contested by the employee, the Board of Directors and Executive Committee must be given notice with written rebuttal within 30 days after the employee received the evaluation.