

# NCWSA Facilities Coordinator

## Background:

- To work with the various Districts who submit or request proposals for meeting locations (Assemblies, Conventions, Committee Meetings and Special Events) the NCWSA may require.
- In the event a bid is not received from a District, the Facilities Coordinator will secure bids with the assistance of the NCWSA Chairperson. Assembly, Conventions and Committee Meeting locations rotate between the Northern, Central and Southern Sections.
- During any event all requests for changes will be authorized by the Facilities Coordinator to alleviate any miscommunications between the event site and the final bill. Reviews final bill and approves for payment by the Area Treasurer.

## Duties:

- Review and become familiar with NCWSC Guidelines, with a focus on Section VI “Meetings of the NCWSC Committee.”
- Read and become familiar with the Assembly Guidelines (B-22), and Convention Guidelines (B-23).
- Encourage Districts to present bids to host NCWSC meetings and NCWSA Assemblies, allowing enough time for bids to be presented to NCWSC or NCWSA for discussion and group conscience.
- Prepare a report for NCWSA Committee meetings and Assemblies. Submit to Area Secretary and all Committee members for distribution. Approximately: 70 copies.
- Attend NCWSA Committee Meetings, approximately 1.5 days 3 times a year.
- Attend Assemblies, approximately 9 hours in May or June, and 2.5 days in late September or early October.
- Attend Annual Conventions (2.5 days) and all Convention planning meetings monthly, whether by conference call or face to face meetings once a month for approximately 3 to 4 hours.
- Attend all LRPC meetings, approximately 1.5 hours monthly.
- Attend Officers/Delegate call once a quarter, approximately 1 hour per quarter.
- Review all sites to verify all needs can and will be met.
- Be the liaison between the Committee Meetings, Assemblies, Special Events, and Conventions, and the meeting site, whether a Hotel, School, Convention Center, or Church to verify all needs can and will be met.
- Review all contracts with the support of the NCWSA Chairperson and event Committee, and submit to NCWSA Chairperson for final signature.
- Handle all facility related equipment and supply bins between events.
- Supply the Convention Manual of Duties to all Convention Committee Chairs and Co-Chairs.
- Approve all expense reports pertaining to Convention Committee.
- Provides Budget input regarding facilities expenses to the NCWSA Budget Committee.
- Update Guidelines as needed.

## Reimbursements:

- Travel to and from Committee Meetings, Assembly, Convention and Special Events.
- Travel to and from Convention Planning meetings.
- Travel to and from event site to insure meeting space is adequate for event needs.
- Room and Food expenses while at Committee Meetings, Assembly, Convention and Special Events for NCWSA.
- Supplies required in performing all duties such as office supplies, paper products for special events.
- Phone costs required for performance of the position.