

CMG Conference **Admin Chair** Job Description

The Admin Chair is responsible for supervising all of the on-site parts of the conference which are not directly part of the program. (The Admin Chair is not responsible for Session Control, Session Chairs, and Monitors.) The chairs that report to the Admin Chair are:

- Registration
- Signs
- Awards
- Access Control
- Exhibit Coordinator
- Newsletter

The Admin Chair is also responsible for recruiting to people to Chair the various areas under Admin. The positions of Admin Chair and Vice Chair **MUST** be approved by the Board.

Time Requirements

Prior year:

- Fall
 - Start lining up Chairs for the various positions under Admin .
 - Line up an Assistant Admin Chair. The Assistant Admin Chair will be the Admin Chair the following year. This position **MUST** be approved by the Board.
 - Check with HQ, to see if there are people who have volunteered to work in the Admin area. Recruit these volunteers for the Assistant Chairs.
- September/October:
 - Site Visit for prior year conference. All site visit meetings will be Friday and Saturday. Travel days are Thursday and Sunday. During the site visit:
 - Observe what happens at the Site Visits.
 - Meet with your General ChairTravel to the Site Visit is paid for by CMG. (You will need to submit an Expense Report.)
- At Conference:
 - Fill any Chair positions that you have not already filled.
 - Talk with your Chairs about possible assistants for them.
 - Attend GC's kick-off meeting. This meeting is usually on Tuesday

Pre-conference:

- February/March/April:
 - First Site . During this visit:
 - Look over physical spaces for offices.
 - Meet with General Chair.
 - Work with HQ on optimal location for direction signs, the collectibles area, etc.Travel to the Site Visit is paid for by CMG. (You will need to submit an Expense Report.)

- September/October:
 - Second Site Visit
 - Look over physical spaces for offices.
 - Meet with General Chair
- Travel to the Site Visit is paid for by CMG. (You will need to submit an Expense Report.)
- Note: The Second Site visit is typically attended by the Assistant Admin Chair in preparation for the Assistant to take on the Admin Chair position the following year.

At the Conference:

- Arrive Thursday or Friday morning before the conference. There is typically a meeting with the hotel staff Friday afternoon.
- Saturday:
 - Makes sure Signs is set up and ready to go.
 - Help get Collectibles organized are ready.
 - Be one of the test cases used to train the Registration temps.
 - Dinner with GC
- Monday:
 - Rehearsal for Opening General Session (mid-afternoon)
 - Opening Session. You must wear Conference Committee shirt!
 - Conference Committee picture will be taken after the opening session
- Thursday:
 - Attend Exhibitor Breakfast
- Supervise the various Chairs within Admin. Fill in for them as necessary.
- Attend Daily Wrap-up/status meeting at 5:30 PM. These meetings occur Sunday, Tuesday, Wednesday and Thursday.
- If invited to the President's Dinner Friday evening, schedule your flight home for Saturday, so that you can attend.

Responsibilities for Admin Chair:

- Recruit people to fill all Chairs for Admin area.
 - People may repeat from the prior year.
 - The General Chair may have opinions.
 - The Assistant Chairs from the prior year may be ready to move up.

In the end, it is your responsibility to have all the positions filled, but the General Chair has final approval for all Chairs.
- Recruit Assistant Chairs for the Admin area.
 - The Chairs may have volunteers already in mind, so ask the Chair for suggestions
 - HQ can search the volunteer database for possible volunteers.
- Supervise the Admin area during the Conference.
- CMG picks up the room charge for the Admin Chair for the entire conference. CMG will pick up the Friday night room charge for everyone invited to the President's Dinner.