CMG Conference Delivery Chair
Job Description

The Conference Delivery Chair is responsible for supervising all of the on-site activities of the Conference which are not specifically assigned to the Program Committee. The Conference Delivery Chair acts as a 2nd Assistant General Chair after the Program Chair. This position is appointed by the General Chair (GC) subject to the approval of the CMG Board of Directors.

The Chairs that report to the Conference Delivery Chair are:

- Conference Delivery Coordinator
- Signs
- Awards
- Access Control
- Newsletter
- BOFS

The Conference Delivery Chair is responsible for recruiting people to Chair the various committees making up the Conference Delivery Committee.

Time Requirements

1) Prior year (year before you are Chair) 12-16 hours:
   a) Fall
      i) Start lining up Chairs for the various positions that make up the Conference Delivery Committee.
      ii) Line up a Conference Delivery Coordinator. The Conference Delivery Coordinator will be the Conference Delivery Chair the following year, subject to CMG Board of Directors approval.
      iii) Check with HQ, to see if there are people who have volunteered to work on the Conference Delivery Committee. Recruit these volunteers for the various sub-committees.
   b) At Conference (year before you are Chair):
      i) Fill any Chair positions that you have not already filled.
      ii) Attend GC’s kick-off meeting.

2) Pre-conference (year you are Chair) 12-16 hours:
   a) Attend periodic Conference Committee meetings, mostly via conference calls.
   b) Attend any Board Meetings or on-site visits (at CMG expense) required.

3) At the Conference 20+ hours:
   a) Arrive before the conference at a mutually agreed date and time with the General Chair.
   b) Assist Signs and Collectibles in organization and insure they are prepared for the Conference.
   c) Participate as one of the test cases used to train the Registration temps.
   d) Scheduled meals with GC.
e) Attend Opening Session. You must wear Conference Committee shirt!
f) Conference Committee picture will be taken at a pre-approved time and place.
g) Supervise the various Chairs within the Conference Delivery Committee. Fill in for them as necessary.
h) Attend Daily Wrap-up/status meeting. These meetings will be on the schedule provided to you at the Conference.

4) Responsibilities for Conference Delivery Chair:
a) Recruit people to fill all Chairs for the Conference Delivery Committee.
   i) People may repeat from the prior year.
   ii) The General Chair may have opinions.
   iii) It is your responsibility to have all the positions filled, but the General Chair has final approval for all Chairs.
   iv) The Chairs may have volunteers already in mind, so ask the Chair for suggestions. For non-Chair positions, you have final authority for these volunteers.
   v) HQ can search the volunteer database for possible volunteers.
   vi) Supervise the Conference Delivery Committee's responsibilities during the Conference.
   vii) CMG picks up the room charge for the Conference Delivery Chair for the entire Conference along with any pre-Conference or post-Conference required attendance.