



National Council of Corvette Clubs, Inc.

Incorporated 1960

Job Description



CONVENTION STEERING ADVISOR (Appointed by the President – one year term – no term limits)

The Convention Steering Advisor shall assist the convention host personnel in formalizing plans and activities for National convention and shall serve on the Convention Steering Committee. The Convention Steering Advisor is appointed by the President, with the approval of the Board of Governors with no restrictions on the length of term.

The following are duties of the Convention Steering Advisor.

1. Chairs all Convention Steering Committee meetings. Distributes materials to committee members.
2. Meets as necessary with Convention personnel during Governors' meeting weekends outside of regularly scheduled meetings.
3. Fields questions on convention policies, etc. via the phone, Internet, and written communications.
4. Reviews all convention related contracts before they are signed.
5. Reviews all minutes of the regional convention meetings.
6. Stays aware of all sponsorship matters, including solicitation, sponsor needs and helps set up sponsors at convention.
7. Reviews and helps maintain the convention budget.
8. Reviews all possible convention site bids and works with regions or clubs to put together a bid.
9. Performs site inspections of prospective convention sites.
10. Maintains library of site location information.
11. Assists at convention with registration, fills in for workers, spends time with sponsors, and is on call at all times for problems.
12. Promotes and recruits hosts for future conventions.
13. Recruits candidates for the position of Convention Treasurer, schedules interviews by committee of all candidates and submits a recommendation to the E-Board for appointment.
14. Recruits members for the Convention Steering Committee to comply with the NCCC by-laws and submits a list of committee members to the E-Board for appointment.
15. Subscribes to the Meeting planning publications, attends meeting planning seminars and shares that information with the Convention Steering committee.
16. Gathers and forwards to the *Blue Bars* editor the Convention history data.
17. Maintains and updates the Convention Policy & Procedure Manual.