

SSA 2016 Convention Major Volunteer Job Descriptions

Scott Fletcher

Convention Chief Executive Officer (CCEO)

The Convention Chief Executive Officer is responsible for the overall direction and management of the convention, and the activities of the various volunteers, and SSA staff members working on the event.

Linda Murray

Chief Visionary Officer (CVO)

The CVO is expected to have a broad and comprehensive knowledge of all matters related to the convention, as well as the visionary ideas required to make the convention successful. These ideas are used as the basis for defining strategies, and the working plans needed to integrate a complex event with many diverse aspects.

Andreea Alexandrescu

Public Relations & Marketing (PRM)

The PRM is responsible for managing the spread of information about the convention to the general public, attendees and Exhibitors, as well as marketing the convention to this same audience.

Responsibilities include designing communications campaigns, writing News Releases and other content for News, and feature articles, working with the Press, acting as organization's Spokesperson writing content for the Website and Social Media, and managing marketing activities directed at the target audience.

Leigh & Sam Zimmerman

Speakers

Recruit and schedule speakers for the technical Sessions and the banquet

SSA STAFF ?

Planner & Scheduler

The Planner is responsible for maintaining the master schedule, plan, track and report activities by the various volunteers working on the convention.

Larry Travers

Floor Volunteer Coordinator

Recruit, schedule, train, and supervise the volunteers working the floor of the convention.

CSA Club Member?

Facility Manager

The Facility Manager is responsible for planning, and directing how we use the convention facility. Interface between convention staff, and the convention center.

Jayne Ewing Reid

Graphics Designer

The Graphics Designer will be responsible for developing and creating a consistent graphic design plan for the convention including: T-shirts, promotional items, signs, and banners. The Graphics Designer will coordinate with the Public Relations, and marketing campaigns to create a consistent graphical look to all aspects of the convention.

SSA Staff Member?

Catering Manager

The Catering manager is responsible for catering at all event functions, and the organization of all the breakfast and lunch events.

CSA Club Member?

Booth Sales Rep.

The Booth Sales Rep. is responsible for exhibit hall booth sales to local companies, and “nontraditional” exhibitors.

Dee Williams

Spouse’s Program Manager

The Spouse’s program manager is responsible for creating and managing a series of events throughout the convention to attract spouses to the convention that are not necessarily interested in soaring.

TO DO:

- Website support for the convention
- Sales of exhibit space for used sailplanes in the exhibit hall (fee charged)
- Exhibit space for private gliders in the exhibit hall, not for sale (no fee charged)
- OR run this part like a car show, charge everyone a fee, and give prizes for various categories TBD?
- Additional Volunteer positions?
- Changes to the traditional structure of the convention?
- Start adding tasks for all this to the master plan