

Standing Orders – Staff Positions

1. Webmaster

- a. The webmaster shall have the following responsibilities:
 - I. Create and update web pages as appropriate.
 - II. Perform maintenance as required to ensure the function of the organization and convention web sites.
 - III. Ensure the security of the web site is appropriate.
 - IV. Implement, test and ensure functionality of all server-side and client-side code.
 - V. Publish all required documents and information for the event on the website.
- b. The webmaster shall answer to the organizing committee and other appointed staff thereof regarding:
 - I. Issues with functionality and features of the web site.
 - II. Required features of the web site.
 - III. Security concerns with the web site.
 - IV. Appearance of the web site.
 - V. Provision by the webmaster of appropriate passwords and authorization information as required by the committee.
 - VI. Determine the format, layout, and functionality of the website within bounds provided by the governing documents and the organizing committee.
- c. The webmaster shall have the final authority to:
 - I. Delegate portions of development, including code and artistic creation tasks, to other staff or volunteers as appropriate.
 - II. Administer the web site as deemed necessary.

2. Art Track Coordinator

- a. The art track coordinator shall have the following responsibilities:
 - I. Organize the “Artists’ Alley” or other such activities if they exist for the event where artists may gather to sell, exchange, and exhibit artwork and work on artwork.
 - II. Organize the “Art Show” or other such activities if they exist for the event where artists may display their artwork.
 - III. Work with event coordinator or other staff as appropriate to organize any artistic sale or auction events where artists may sell their work or products thereof for funds.
 - IV. Provide, given resources allowed and plans for the event, space and resources for the exhibition, performance, and sale of artwork.
 - V. Work with the event director and Events Coordinator to create, promote, and operate events targeted toward art, artists, and appreciation of physical and visual forms of artwork.
- b. The art track coordinator shall answer to the organizing committee and other appointed staff thereof regarding:
 - I. Locations and times of art-related activities.
 - II. Requirements of specific artists.
 - III. Requirements of any Honored Guests or others who should receive special consideration.
- c. The art track coordinator shall have the final authority to:
 - I. Establish standards for quality and content of artwork to be displayed, including material not suitable for public display to minors.
 - II. Establish procedures for allocation of space for artists to work and exhibit their work.
 - III. Create events designed to promote artists, within the space and time constraints provided by the Events Coordinator.
 - IV. Delegate tasks, including operation, setup, and teardown, to volunteers as appropriate.

3. **Publications Coordinator**

- a. The publications coordinator shall have the following responsibilities:
 - I. Create and design all non-electronic publications related to the event.
 - II. Solicit content for such publications as necessary.
 - III. Publish information provided by other staff members for inclusion in such publications.
 - IV. Provide materials at the direction of the registration coordinator for inclusion in the registration packet.
 - V. Handle duplication, printing, and production of such materials.
 - VI. Determine appropriateness of content for inclusion in such publications.
 - VII. Research and report on pricing on duplication of publications.
- b. The publications coordinator shall answer to the organizing committee and other appointed staff regarding:
 - I. Cost of duplication, reproduction, or intellectual property rights needed for content.
 - II. Appropriateness of content of the publications created.
 - III. Additional publications that are required.
 - IV. Appearance and standards of appearance for publications.
- c. The publications coordinator shall have the final authority to:
 - I. Determine the appropriateness of content for a given publication.
 - II. Delegate as necessary to artists, writers, or other creative volunteers to provide or enrich content or arrange publication or duplication.
 - III. Determine the appearance and layout of publications.
 - IV. Arrange production, delivery, transport, and standards for publications within the budgets provided.

4. **Head Chef**

- a. The head chef shall be responsible for:
 - I. Determining the menu of items to prepare within the budget.
 - II. Supervising all meal preparations.
 - III. Delegating to volunteers as needed.
 - IV. Ensuring that health and sanitation procedures are followed in the kitchen.
 - V. Preparing an ingredients list and equipment and coordinating with the organizing committee for acquisition and transport of these items.
 - VI. Arranging for dishwashing and sanitation.
 - VII. Creating and serving the Guest of Honor/Supersponsor meal.
- b. The head chef shall answer to the organizing committee and other appointed staff thereof regarding:
 - I. Time and number of meals.
 - II. Food and ingredients budget.
 - III. Number of people to be fed based on estimated attendance.
 - IV. Maintenance of and damage to equipment belonging to the event space or the organization.
- c. The head chef shall have the final authority to:
 - I. Create a menu of items to prepare within the budget and facilities available;
 - II. Determine quantities of food to be prepared.
 - III. Delegate as necessary to volunteers;
 - IV. Hire one or more subordinate staff members with the consent of the organizing committee;
 - V. Determine who is authorized to be in the kitchen.

5. **Audio/Visual Coordinator**

- a. The audio/visual coordinator shall be responsible for:
 - I. Providing or making arrangements for equipment for event use;
 - II. Transport of said equipment;
 - III. Setup and teardown of said equipment;
 - IV. Operation of said equipment;
 - V. Determining the roster and schedule of DJ's for dance activities if any.
 - VI. Handle issues related to volume, sound quality, or lighting quality or concerns.
- b. The audio/visual coordinator shall answer to the organizing committee and other appointed staff regarding:
 - I. Length, time, and location for activities requiring A/V.
 - II. Quantity and placement of equipment based on the needs of the activities and other requirements.
 - III. Coordination with other staff members in charge of various activities to provide the services they require.
- c. The audio/visual coordinator shall have the final authority to:
 - I. Approve or veto requests for A/V services and equipment based on event and activity requirements, limited resources, costs, availability, and the safety of the event attendees, staff, and of the equipment itself.
 - II. Appoint or approve DJ's to serve as volunteers for specified performance times.
 - III. Perform as a DJ if he or she wishes.
 - IV. Delegate tasks to volunteers as required.
 - V. Hire one or more subordinate staff members with the consent of the organizing committee.

6. Event Coordinator

- a. The Events Coordinator shall have the following responsibilities:
 - I. Create the schedule of activities for the event, including time, location, and duration.
 - II. Coordinate with other staff members to ensure smooth logistics.
 - III. Create a schedule with sufficient time for setup, teardown, and other logistical needs.
 - IV. Schedule activities at appropriate times and locations.
 - V. Encourage and work with other staff and with volunteers to create new activities for the event.
 - VI. Provide tentative and final schedules in a timely fashion for publication by various media.
- b. The Events Coordinator shall answer to the organizing committee and other appointed staff thereof regarding:
 - I. Logistics and logistical requirements of the event;
 - II. Resources needed for activities within the event;
 - III. Activities that may not be appropriate for the event, including concerns regarding time and location.
 - IV. Activities that the members or committee would like to see created.
 - V. Scheduling conflicts and concerns from other departments.
- c. The Events Coordinator shall have the final authority to:
 - I. Determine what activities shall be included or excluded from the event. Changes to events under the authority of another staff position shall require the consent of that staff member or a two-thirds majority vote of the organizing committee.
 - II. Determine the appropriate time and location for an activity. Decisions regarding events under the authority of another staff position shall require the consent of that staff member or a two-thirds majority vote of the organizing committee.
 - III. Cut short an activity due to scheduling constraints. Decisions regarding events under the authority of another staff position shall require the consent of that staff member or a two-thirds majority vote of the organizing committee.
 - IV. Grant extra time to an activity.
 - V. Cancel or reschedule a planned activity at the event due to location issues, weather or safety concerns, lack of staff, or other reasons as necessary.
 - VI. Delegate tasks, including operation, setup, and teardown for activities, to volunteers as required.
 - VII. Hire one or more subordinate staff members with the consent of the organizing committee.

7. Performance Events Coordinator

- a. The performance events coordinator shall have the following responsibilities:
 - I. Work with the Events Coordinator to provide ample space, time, and resources, including logistical requirements, for performance events.
 - II. Work with the A/V Coordinator to provide equipment and resources necessary for performance events.
 - III. Schedule performers at locations and times as activities.
 - IV. Determine what performance events are suitable for what audiences and enforce attendance criteria as required.
 - V. Organizing events such as a “Variety Show” or other event(s) that involve multiple performers, if they are to be held.
- b. The performance events coordinator shall answer to the organizing committee and other appointed staff thereof regarding:
 - I. Honored Guests or other performers who are invited by the convention, and their special requirements.
 - II. Requirements and needs of other performers who are scheduled to perform.
 - III. Appropriateness of performance for the event, including noise concerns and concerns regarding access to the event by minors.
 - IV. Answer to the Events Coordinator regarding time of events, allocation of space for events, and duration of events.
- c. The performance events coordinator shall have the final authority to:
 - I. Set times and locations and durations for performance events with the consent of the Events Coordinator.
 - II. Set criteria for quality of performances required for participation in performance events.
 - III. Request resources from the A/V coordinator to assist with performance events.
 - IV. Delegate tasks to volunteers, including setup, teardown, and operation as appropriate.

8. **Costuming Coordinator**

- a. The costuming coordinator shall have the following responsibilities:
 - I. Provide and arrange resources for attendees who wish to wear costumes, including resources such as extra water or cooling and locations that may be used for changing.
 - II. Handle safety concerns related to those wearing costumes.
 - III. Create and enforce rules and regulations regarding costumes, including those regarding appropriateness and safety.
 - IV. Coordinate and operate activities involving or regarding costuming.
- b. The costuming coordinator answer to the organizing committee and other appointed staff regarding:
 - I. Availability of space and time for costuming-related activities.
 - II. Appropriateness of costumes.
 - III. Availability, space, and cost of costuming-related resources.
- c. The costuming coordinator shall have the authority to:
 - I. Create and enforce rules regarding costumes, including rules related to appropriateness and safety of costumes.
 - II. Provide or deny access to certain resources and activities that are costuming-related based on criteria.
 - III. Enforce safety rules at activities due to costume-related issues or concerns.
 - IV. Delegate tasks, including setup, teardown, and operation of activities, to volunteers as appropriate.

9. Registration Coordinator

- a. The registration coordinator shall have the following responsibilities:
 - I. Create and enforce procedures for registration, including pre-registration.
 - II. Handle financial transactions at the discretion and under the supervision of the Treasurer.
 - III. Ensure that all appropriate information is obtained from members attending the event.
 - IV. Ensure that all proper releases, contracts, and signatures are properly obtained from members attending the event.
 - V. Provide information to congoers that is included in the registration packet.
 - VI. Handle or arrange sales of concession items.
 - VII. Maintain an up-to-date list of attendees and their registration status.
 - VIII. Maintain appropriate and periodic statistics regarding registration information before and during the event.
 - IX. Handle creation of badges and other identifying information to be provided to attendees for recognition and authorization purposes.
 - X. Resolutions of conflicts that may arise between registration information and the event attendees.
- b. The registration coordinator shall answer to the organizing committee and other appointed staff regarding:
 - I. Registration policies that will be in force at the event.
 - II. Provision of periodic estimates of attendance based on registrations received.
 - III. Coordination with the webmaster to provide services on the web site regarding registration for the event.
 - IV. Maintenance of an up-to-date roster of attendees.
 - V. Appearance and design of registration packet materials.
 - VI. Appearance, design, and function of badges and other identifying information.
- c. The registration coordinator shall have the final authority to:
 - I. Create and enforce rules and procedures for registration.
 - II. Create and enforce procedures for creation and distribution of badges and other identifying information.
 - III. Create the format and appearance of badges and other identifying information.
 - IV. Delegate tasks to volunteers as appropriate. Any task to be delegated involving financial transactions must be approved by the Treasurer.
 - V. Hire one or more subordinate staff members with the consent of the organizing committee. Any task to be delegated involving financial transactions must be approved by the Treasurer.

10. Merchandising Coordinator

- a. The merchandising coordinator shall have the following responsibilities:
 - I. Supervise creation of items bearing event name and/or logo for sale for fundraising purposes (merchandise).
 - II. Obtain cost estimates and pricing for such items.
- b. The merchandising coordinator shall answer to the organizing committee and other appointed staff regarding:
 - I. Cost of duplication, reproduction, or intellectual property rights needed for merchandising items.
 - II. Appropriateness of content of the items created.
 - III. Appearance and standards of appearance for merchandise.
 - IV. Type, cost, quantity, and availability of merchandise.
- c. The merchandising coordinator shall have the final authority to:
 - I. Determine the appropriateness of content for a given item of merchandise.
 - II. Delegate as necessary to artists, writers, or other creative volunteers to provide or enrich content or arrange production of items.
 - III. Determine the appearance and style of items.
 - IV. Hire one or more subordinate staff members with the consent of the organizing committee.
 - V. Arrange production, delivery, transport, and standards for merchandise within the budgets provided.

11. Volunteer Coordinator

- a. The volunteer coordinator shall have the following responsibilities:
 - I. Recruit and encourage volunteers that may be required by staff members.
 - II. Coordinate rewards and accounting thereof for volunteers.
 - III. Coordinate with staff members to determine volunteer requirements and fulfill those on a best-effort basis.
 - IV. Resolve issues that may arise between staff and volunteers or between volunteers as necessary.
 - V. Act as an advocate for volunteers as needed.
 - VI. Provide resources to volunteers as needed.
 1. Supervise the safety of volunteers performing tasks.
- b. The volunteer coordinator shall answer to the organizing committee and other appointed staff members thereof regarding:
 - I. Number of volunteers and rewards provided.
 - II. Number of volunteers required for various tasks by staff.
 - III. Suitability of volunteers for assigned tasks.
- c. The volunteer coordinator shall have the final authority to:
 - I. Remove or reassign a volunteer who is unable to perform assigned duties or who violates rules.
 - II. Determine appropriate rewards for volunteers and decide the distribution thereof.
 - III. Hire one or more subordinate staff members with the consent of the organizing committee.
 - IV. Assign volunteers to tasks based on special abilities or requirements.
 - V. Create and enforce procedures for the safety, organization, or procedures to be followed by volunteers and by staff who work with them.

12. Cleanup Coordinator

- a. The cleanup coordinator shall have the following responsibilities:
 - I. Ensure that the event space, including grounds thereof, are kept to a standard of cleanliness during the event.
 - II. Be available during the cleanup process at the end of the event.
 - III. Ensure that the event space and facilities are kept clean and neat enough for the standards required by the owner(s) of the space or their appointed representatives.
 - IV. Provide resources and supervision for volunteers.
- b. The cleanup coordinator shall answer to the organizing committee or other appointed staff members thereof regarding:
 - I. Required standards of cleanliness for the event.
 - II. Required standards of cleanliness following the event as required by the owner(s) of the space or their appointed representatives.
- c. The cleanup coordinator shall have the final authority to:
 - I. Hire one or more subordinate staff members with the consent of the organizing committee.
 - II. Delegate tasks to volunteers as necessary.
 - III. Create policies and procedures as needed to perform responsibilities.

13. Security Supervisor

- a. The security supervisor shall have the following responsibilities:
 - I. Ensure that unauthorized personnel are not permitted into event spaces for which they are not authorized. This includes prohibiting minors from adults-only events.
 - II. Ensure that rules created by the organizing committee and/or other staff members are followed by the attendees.
 - III. Enforce any rules regarding smoking and alcohol.
 - IV. Create and enforce rules designed to ensure safety of attendees and staff.
 - V. Handle any issues as necessary to ensure safety of attendees and staff.
 - VI. Resolve disputes between attendees of events to ensure safety of attendees.
 - VII. Ensure that event spaces designated as secure are secured when not in use.
 - VIII. Supervise all security measures including keys and locks required for event spaces.
 - IX. Investigate any issues of theft or misconduct that arise at the event.
 - X. Provide recommendations to the organizing committee or other governing bodies regarding disciplinary actions.
 - XI. Enforce any disciplinary actions including expulsion from the event.
 - XII. Provide emergency decisions deemed necessary to ensure the safety of attendees and event space.
 - XIII. Be responsible for proper training and supervision of security staff and volunteers.
- b. The security supervisor shall answer to the organizing committee or other appointed staff thereof regarding:
 - I. Rules and regulations to be in force at the event.
 - II. Decisions made on an emergency basis.
 - III. The outcome of any investigations.
 - IV. Enforcement of decisions made by the organizing committee.
- c. The security supervisor shall have the final authority to:
 - I. Create policies and procedures to be followed by security staff.
 - II. Recruit and hire such security staff and/or volunteers as are authorized by the organizing committee.
 - III. Create and enforce emergency decisions to ensure the safety of attendees and event space.
 - IV. Provide the sole method of chain of command for security staff and volunteers except for decisions made by a two-thirds majority of the organizing committee.
 - V. Remove immediately any security staff member who is violating rules or failing to follow proper procedures.