

Standing Orders – Staff Procedures

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.