



BEHOLD DISPLAYS COORDINATOR (Bell Educational Hands Off Learning Display)

ABA Job Description

BASIC FUNCTION

The BEHOLD project provides a forum for Bell Education at ABA conventions. It also provides a space for hospitality and a reference area for members to further their knowledge and enthusiasm of bells.

COORDINATOR OF BEHOLD DISPLAYS QUALIFICATIONS

1. Be willing and able to coordinate displays.
2. Have time to locate, communicate with and inform exhibitors and security members of requirements.
3. Be responsible for BEHOLD Inventory including transportation thereof.
4. Be familiar with email, WORD and EXEL or current technology.

CURRENT PROCEDURES

1. Using hard copy and current technology files, develop a plan for each upcoming convention. Work with Convention Chairs, Program Coordinators, CSC Chair, and Hotel Coordinator to gather ideas and space requirements.
2. Make your best attempt to attend convention. In case of emergency, find someone to cover for you.
 1. During convention use time to gather information and meet the people with whom you will be working.
 2. Be prepared to present a verbal report of annual highlights and recognition of volunteers.
 3. Be present for Convention set-up day to assign display spaces and help with set-up of displays.
 4. Stop by during convention to answer questions, recruit for future years and help with any problems.
 5. Last day of convention be available to help dismantle displays and ensure everything has been removed from the room. If necessary, pass inventory to the next coordinator.
3. Shortly after convention: Write and send thank you notes to all volunteers.



All ABA Position Instructions

(officers, appointments, coordinators and committee chairs):

Important information for name and logo copyrights for the BEHOLD Chairperson: The Chairperson will include “exhibits of different types of bell collections” in any and all explanations of BEHOLD in the Convention program, in *The Bell TowerSM*, and on the web site.

All ABA positions (officers, appointments, coordinators and committee chairs):

Review your Job Description and send any updates or note of ‘no changes’ to the Job Description Coordinator towards the end of your annual term.

Remit to Treasurer all expenses, with receipts by the end of fiscal year, March 31st. Committees, whose budgets are large, remit expenses with receipts for payment periodically.

Prepare an annual report for your position and email/mail the report to the Secretary no later than one month before convention.

If a Discussion Form is sent to you by the Secretary, complete and return by email no later than one month before convention.

Important information for name and logo copyrights:

In any print communications there must be the use of the trademarks for the name and logo for ABA. The first time the organization’s name appears it must be capitalized with the registered trademark following. THE AMERICAN BELL ASSOCIATION®.

For the registered trademark: ctrl+alt+r will work on most keyboards. ®

The name of *The Bell Towersm* must have a superscript sm after it.

The sm superscript can be made by clicking the superscript icon in your word processing program sm.

The logo must be the official logo of ABA with the registered trademark.