



CONVENTION COMMITTEE

ABA Job Description

BASIC FUNCTION

The Convention Committee selects locations and dates for future ABA conventions, selects the (City and/or Year) Convention Coordinator, and shall assist and support the Annual Convention Committee. In the event of an emergency, the Committee members have the expertise and shall be prepared to assume any function or total leadership of a convention.

The Convention Committee acts as the Custodian of Properties.

The committee is responsible to maintain an inventory of properties of ABA. The committee shall know with whom and where all properties are located and shall submit an annual report of same.

CONVENTION COMMITTEE MEMBERS

1. The Convention Committee shall have no more than seven voting members.
2. The President shall consult with the present committee members and shall appoint four or five members, with Executive Board approval, for two-year terms. These members may serve an unlimited number of successive terms.
3. The Chair shall be selected annually by the committee members.
4. The Member-at-Large, during their elected term, shall serve on this committee with voice and vote.
5. The Immediate Past (City and/or Year) Convention Coordinator shall serve on this committee with voice and vote.
6. The Hotel Coordinator and the President shall serve on this committee with voice and no vote.

CONVENTION COMMITTEE QUALIFICATIONS

1. Have been an ABA member at least two years and have attended at least two conventions.
2. Have an interest in learning the mechanics of putting on a convention and assisting with the work as needed.
3. Be willing to be forward thinking and creative as to the member and convention needs in the future of ABA.
4. Ability and time to accept and perform special assignments made by the Convention Committee Chair.



CURRENT PROCEDURES

1. **Committee Chair (selected from members).**

- a. Conduct Convention Committee meeting(s) at convention. Provide agenda(s) for meeting. Conduct committee business via email throughout year.
- b. Have primary responsibility for locating a Convention Coordinator for upcoming conventions.
- c. Provide coordinator of upcoming conventions with current Convention Guidelines and Directives.
- d. Oversee updating and distribution of Convention Guidelines and Directives.
- e. Stay in touch with upcoming Convention planners to be sure event is on schedule
- f. Assign additional duties to Convention Committee members as required

2. **Hotel Coordinator**

- a. **See specific job description for Hotel Coordinator**
- b. Attend Convention Committee meetings at convention.
- c. Participate in committee activity throughout the year.

3. **The Convention Committee is responsible for:**

a. **Financial**

- i. assist or act as Convention Treasurer as needed
- ii. be aware of contracts that will be in effect for conventions

b. **Convention Bell**

- i. Prepare and maintain a list of bell manufacturers, include catalogs if available
- ii. Assist or act as Annual Convention Bell Coordinator as needed

c. **Facilities**

- i. Assist the Hotel Coordinator, Annual Convention Facilities Coordinator and Convention Educational Program AV Operator as needed
- ii. Assist with ABA AV equipment at the auction

d. **Educational Programs**

- i. Annually update list of educational programs presented at each convention including titles and presenters
- ii. Assist the Convention Educational Programs Coordinator as requested.

e. **Custodian of Properties**

- i. Maintain an inventory of ABA properties, who has them and where they are located.
- ii. Submit an annual report



Important information for name and logo copyrights for Convention Committee:

Convention Guidelines shall include a section on use of the logo, specifically stating that the logo should be used on the front of the program; on each page where BEHOLD, exhibits and educational programs are referenced (e.g.: on the line at the bottom opposite the program page number); on the registration form; and in the Bell TowerSM where the educational programs are listed; and that “educational programs,” “exhibits of different types of bell collections” and “demonstrations of bells” are to be used whenever possible to describe same.

All ABA Position Instructions

(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 Tower*sm 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.