



(City and/or Year) Convention Coordinator ABA Job Description

BASIC FUNCTION

In consultation with the (City and/or Year) Convention Committee, the ABA Convention Committee, and the Hotel Coordinator, makes decisions on all aspects of the convention, including the physical arrangements. He/she shall work closely with the person who will be president at the time of the convention to coordinate the total program and all proposed actions.

CONVENTION COORDINATOR QUALIFICATIONS

1. Possess leadership and organizational skills
2. Experience in working with hotels desirable
3. Have the time required to coordinate all convention activities

CURRENT PROCEDURES

1. The (City and/or Year) Convention Coordinator is selected by the ABA Convention Committee.
2. If possible, begin to plan the convention one or more years ahead of scheduled year.
3. Become thoroughly familiar with Bylaws and Standing Rules, by which all conventions are bound.
4. Follow the Annual Convention Guidelines, Directives and Notes as closely as possible.
5. With assistance of the ABA Convention Committee Chair, set up a budget and instruct the (City and/or Year) Convention Committees as to the constraints and procedures to utilize the funding. Endeavor to keep within the convention budget as reasonably as possible with the goal of an enjoyable and successful convention. Approve vouchers to the Convention Treasurer for payment. The Executive Board approves advance appropriations to fund down payments for convention bell, tours, and other early needs. Items outside the prepared convention budget need approval of the Executive Board.
6. Working with the ABA Convention Committee, select and enlist those willing to help with convention bell selection, tours, facilities, host/hostesses, security, raffle, silent auction, entertainment, and any other activities. Ensure that these volunteers have a good understanding of the Annual Convention Guidelines, Directives and Notes.
7. With the assistance of both committee members, establish convention fees for registration, tours, and Bell Room tables.
8. The Hotel Coordinator negotiates a hotel contract. Study carefully this contract and any other hotel policies to meet contractual obligations and abide by the policies of the hotel.
9. All other contracts pertaining to the convention must be approved by the Legal Advisor. After review by the Legal Advisor and the ABA Convention Committee Chair, the Convention Coordinator may sign contracts that are for their specific convention and are within the convention budget.

10. After a convention bell and manufacturer have been selected, present it to the Executive Board for approval. Once approved, establish a contract.
11. Determine that the proper safety precautions will be in effect for selected tours. Negotiate the cost and draw up any necessary contract(s).
12. Select any desired entertainment and have contracts drawn up. Ensure the hotel policies are maintained.
13. As early as possible, get quotes from printers for the cost of printing the program booklet and other documents. After selection, be sure to meet printer deadlines and document requirements.
14. Keep in close contact with the presiding ABA President to coordinate programs, meetings, master of ceremonies, etc. Consult with committee chairs to comply with their convention needs.
15. Meet *The Bell Tower* Editor and Website Coordinator deadlines for all convention articles. After obtaining approval of the ABA President, present an outline of the convention program to *The Bell Tower* Editor, the Website Coordinator, and the Social Media Coordinator.
16. Thoroughly review the hotel Banquet Event Orders (BEOs) in conjunction with the Hotel Coordinator, ABA Convention Committee Chair, and your Facilities Coordinator before signing to ensure that all space assignments, times, meal selections, headcount, and equipment will be met.
17. Keep a file of all details for the next (City and/or Year) Convention Coordinator.
18. Confer with the Convention Treasurer to ensure that all bills have been paid before distributing any surplus to ABA. After convention, ensure that the Convention Treasurer sends out all reports as specified in the Annual Convention Guidelines, Directives, and Notes.



Convention Coordinator

(Revised August 2023)

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.

Complete and return by email the Discussion Form sent to you by the Secretary 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.