

Convention Committee Chair Duties at a Glance

Convention Chair – Coordinates the planning and execution of the entire convention. Makes decisions in conjunction with the MBG President, and oversees all of the Convention Committee Chairs. Two people can serve as Co-Chairs and share the duties.

Basket Swap – Organizes the display and conducts the swap of baskets (made by those who wish to participate). Submits a list of participants to the Twining Times editor.

Convention Brochure – Coordinates the development and publication of the convention book and packet, including designing and producing the product for the printer. Coordinates with the MBG membership chair the guild directory and mailing of the convention packet.

Convention Treasurer – Handles all monies and financial record keeping for the convention, issues payments to teachers, provides change for the areas that require cash, collects all monies from the various Chairs at the end of each day of convention, and provides a final financial report to the Convention Chair.

Donations – Solicits and coordinates donations for the welcome bag, door prizes, and silent auction.

Exhibit Room – Encourages submissions, displays the baskets and oversees balloting.

First Timers – Creates some type of special recognition of first time attendees to the convention.

Hotel Accommodations – Coordinates with MBG President and Convention Chair to negotiate a contract with a hotel as outlined in the Convention Guidelines. Monitors contract for requirements of convention and hotel. Chair is primary contact with hotel staff.

Jury – Receives & returns proposed baskets or pictures, schedules time and place for jurying, prepares ballots and method for tabulating, instructs jurors in process of selection, and issues teacher contracts.

Logo Design – Designs the logo to be used for all convention publications and logo wares.

Logo Souvenir – Coordinates the selection of items to be sold, selection of the supplier and sales price; designs order form for convention packet; receives and processes orders and deliveries; and provides a detailed accounting to the Convention Treasurer.

Mail-in Registration – Coordinates with Convention Chair on registration form content, receives registrations, confirms membership with Membership Chair, coordinates with Student Workshop Assignments Chair, provides detailed accounting to Convention Treasurer, and provides information to all chairs needing registration related details.

Market Place – Coordinates the Market Place by issuing information and contracts, receiving signed contracts from sellers, assigning spaces, providing MO sales tax table and information to each seller, and overseeing set up of space.

Name Tags – Prints and organizes name tags and convention event information.

On-Site Registration – Issues name tags and distributes welcome packet, registers visitors and issues visitor name tag/pass and auction bidding number, coordinates with Volunteer Chair to make sure registration table is staffed at all times.

On-site Workshop Sales – Creates poster of available classes for sale by staff at the Registration table. Handles open class sales, collection of material fees and distribution to teacher at convention.

Publicity – Coordinates all website, newsletter, and publication articles concerning Convention.

Silent Auction – Accepts, numbers and displays items for the Silent Auction, provides bid sheet for each item, posts names of successful bidders, collects money and distributes winning items, and turns in checks to Convention Treasurer.

Student Workshop Assignments – Assigns classes and notifies students of their class assignments. Receives and organizes materials fee checks from students.

Teacher Liaison – Acts as a point of contact for the teachers by providing information on the number of students assigned and assistance with any issues that arise for teachers.

Teacher/Vendor Reception – Coordinates donations and purchase of food and supplies for the reception to be held the night before the official beginning of the convention.

Traveling Basket – Coordinates the receipt of the traveling basket from the previous convention winner and conducts Traveling Basket drawing during the convention program.

Vendor Liaison – Provides vendor applications, receives the completed applications, issues vendor contracts and provides vendor packets which include guidelines, cancellation policies and tax information. Coordinates vendor requirements with the Hotel Accommodations Chair

Volunteer Coordinator – Recruits and organizes volunteers to help during convention, schedules and assigns work duties, and informs Chairmen of their scheduled helpers.

Welcome Bags – Coordinates with Convention Chair on gift items and packaging method. Coordinates with Donations Chair for welcome bags donated items and coordinates with Volunteer Chair for help to assemble the welcome bags.

Workshop Room – Coordinates with Hotel Accommodations Chair on weaving station set up and assigns classes to weaving stations. Creates class signs for each weaving station and ensures trash bags, band-aids, and teacher evaluation forms are at each work station. Oversees set-up including water stations, over-all clean-up of weaving room, and break down and storage of MBG property at the end of the convention.

Workshop Scheduling – During the jurying process, determines the number of baskets that can be offered and determines the schedule for classes.

Note: Some positions are not offered each year and some chair responsibilities can be combined.