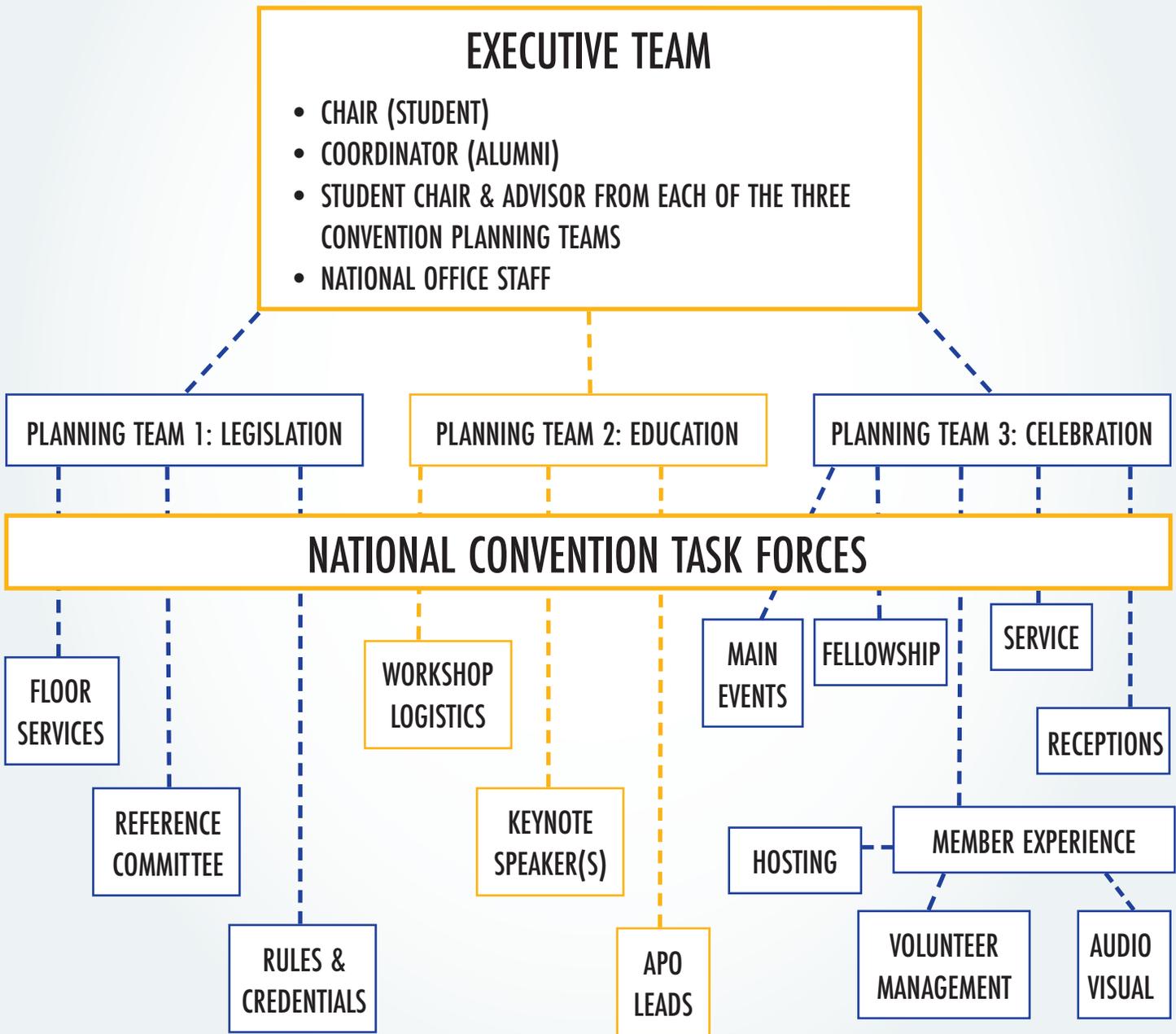


# 2021 NATIONAL CONVENTION COMMITTEE



# 2021 NATIONAL CONVENTION TEAM LEAD CHARGES

## CONVENTION LEAD MENTOR (ALUMNI)

1. Serve as an advisor to the student Convention Chair by providing advice and guidance on managing and leading multiple teams within the Convention Committee.
2. Act as a mentor to the student Convention Chair, encouraging them and members of the team to make strategic decisions that align with the national fraternity's goals. Provide insight, when appropriate, into how the goals of the national fraternity relate to the goals of the National Convention.
3. Support the student Convention Chair while onsite at the National Convention by assisting with the execution of team responsibilities and preparing Convention Chair for key events, including those for which the chair may have specific speaking responsibilities.
4. Participate as necessary as part of the Convention Executive Planning Team.

## CONVENTION CHAIR (STUDENT)

1. Lead the Convention Executive Planning Team.
2. Provide insight on the overall strategy for members of the committee, including setting expectations, conveying responsibilities, calling attention to important deadlines and anticipated time commitments.
3. Build camaraderie within the committee based on positivity and excitement for the event and the work of the team.
4. Serve as a promotional ambassador for the Convention by sharing approved posts from the national social media platform and spreading excitement about registering for and attending the event.
5. Act as the "face of the Convention" while onsite by speaking at main events like the kickoff. Support other members of the committee as they speak onsite at events.

# 2021 NATIONAL CONVENTION COMMITTEE CHARGES

*Each team comprises a student chair, an alumni advisor and task force members.*

## CONVENTION TEAM 1: LEGISLATION

1. Manage the process (format, numbering, reference committee assignment) of submitted legislation, including onsite access and distribution.
2. Guide corresponding task force members through the production of a successful legislative session by preparing adequate resources for voting delegates, including training.
3. Coordinate and lead the onsite team, including Floor Services Manager, Sergeant-At-Arms and Rules & Credentials voting delegate check-in, so both volunteers and delegates have a positive experience.
4. Oversee onsite logistical tasks, including set-up and tear-down of legislative floor materials, proper check-in and credentialing of participants and other responsibilities in support of the legislative floor.
5. Participate as necessary as part of the Convention Executive Planning Team.

## CONVENTION TEAM 2: EDUCATION

1. Produce a Convention education schedule that is inclusive and considers all Convention attendee fraternal demographics (voting delegate, alumni, chapter officer, etc.)
2. Arrange a diverse presenter group that accurately represents the demographics of the Fraternity, with consideration of experience and quality of each presenter.
3. Each workshop topic should directly relate to one or more of the Strategic Priorities (Building Community, Growing Membership, Leadership Development) of the Fraternity.
4. Produce an entire workshop schedule by September 2021 to allow adequate time to market the schedule and prepare attendees for the educational offerings.
5. Oversee the management of the onsite team that ensures workshop rooms are set properly, projectors are set up and returned, and the proper introductions of presenters are made.
6. Participate as necessary as part of the Convention Executive Planning Team.

*\*Per the Fraternity Operations and Policy Manual, appointments to this team will be made in consideration of suggestions from the Leadership Development Program Chair.*

# 2021 NATIONAL CONVENTION COMMITTEE CHARGES

*Each team comprises a student chair, an alumni advisor and task force members.*

## CONVENTION TEAM 3: CELEBRATION

1. Provide detailed recommendations for Convention fellowship and service activities that are inclusive and considers all attendee fraternal demographics (voting delegate, alumni, chapter officer, etc.) while also balancing interference with the other Convention components, such as education and legislation.
2. Manage the onsite team that is responsible for service, fellowship and hosting during the Convention and supports all onsite logistics and execution of main events that fall under the Celebration Team.
3. Recruit three to five fellowship and main event hosts and/or entertainers that are relevant to Convention attendees and representative of the host community.
4. Curate events and attendee resources that support the Convention attendee experience and encourage attendees to take advantage of amenities available through the host community and hotel.
5. Participate as necessary as part of the Convention Executive Planning Team.