

Red Wing Collectors Society Inc (RWCS)
Job Description – Display Support Position
(Current as of 2015)

Position Description of the Display Support Position

The convention support position of Display is a voluntary position and shall be appointed by the RWCS Executive Director with the advice and consent of the RWCS Board of Directors. The position shall be responsible for the organization and conducting of the Display Room at the annual Convention, as well as the selection and distribution of awards.

The Stipend for the Display Support Position is considered to be an independent contract for tax purposes. This is decided on and voted on by the Full Board of Directors of the RWCS. Per the IRS publication 15-A where there are three main areas used to make this decision: behavior control, financial control, and the relationship outlined in this Position Description. Annually this position is required to sign an agreement that outlines the independent contract relationship.

Qualifications

- Ability to plan, organize and problem solve.
- Willingness to work with the Executive Director and Board of Directors in fulfilling the responsibilities of the position.
- Willingness to fulfill the responsibilities of the position in a manner that will not create any possible perception of a conflict of interest.

Responsibilities

1. Submit an article for the Newsletter in search of interested participants with follow-up articles as needed.
2. Supply details to Executive Director for website promotion of activity.
3. Review with Executive Director display forms, guidelines, reservation forms, security guidelines, etc.
4. Review supply of signs and request new signs as needed from Executive Director to create signage.
5. As needed, contact members concerning displays, answer questions, e-mail, phone calls, or letters to Chapters answering questions. Keep Business Office informed of display participation numbers. Work with Executive Director on ways to promote participation.
6. Secure helpers to stay in the display room during open times.
7. Notify Executive Director the names of volunteers, state from, and years of service by June 1.
8. Make copies of the People's Choice Ballots and Best of Show Ballots as needed.
9. Keep track of the number of rare items and tables needed. Design a layout of room before Convention, to be used by the Display Committee.
10. Contact Commemorative Manager to secure sufficient supply of regular commemoratives for displayers and also secure 9 special commemoratives for the display room winners: (4) People's Choice, (4) Best in Show Awards and (1) Dennis Yaeggi Rare Item Award.
11. Fall – Give a report of current progress to Executive Director.
12. Spring – Check on Security arrangements with Executive Director.
13. Notify Executive Director of the number of tables, stanchions and ropes needed by May 15.
14. Send final notice to displayers and Chapters. Include in each, times (a reminder), important rules, etc.
15. At convention, set up display room, be available during Display set up and tear down, clean room, and place stanchions and ropes appropriately.
16. Tabulate votes for People's Choice.
17. Arrange for Best of Show judges to vote, then tabulate these votes.
18. Prepare a short speech for the Annual Business Meeting announcing outcomes of Display competition.
19. Pack all supplies for storage unit and bring to location to be determined by the Executive Director. Notify Executive Director of any needed materials for replacement.
20. Submit list of Display winners and participants to Newsletter Editor for inclusion in post-Convention article.