

NWPMA Spring & Fall Showcase Committee Job Descriptions

Board Advocate

1. Works directly with the Showcase Committee Chairperson.
2. Functions as liaison between the Showcase Committee Chairperson and the Board of Directors.
3. Directs Showcase Committee Chairperson and Committee Members.
4. Communicates to the Chairperson and Committee Members the activities of the Board of Directors, including the decisions made at each meeting of the Board.
5. Attends all Board of Directors' Meetings.
6. Be an active advocate of the association's mission.
7. Shall continually seek prospective volunteers with PR Strengths and invite them to attend Committee Meeting, encouraging their participation.

Chairperson/Committee Members

Pre Show:

- Find Committee Members (at least six for each show with one person who serves on both)
- Set dates for committee meetings
- Set agenda for committee meetings
- Assign tasks to committee members – Donation leader (pre-registration incentive donations & sponsorship), marketing subcommittee, volunteer lead.
- Ensure committee decides on entertainment night activities
- Work with Pro D committee to tie together both committee's needs/goals
- Ensure marketing initiative is out to distributors for early registration
- Order Board/Committee/Staff event shirts – donation from apparel supplier
- Ensure volunteer lead has created Volunteer Schedule for both party night and day of show.
- Inspire board members to assist with supplier calls if needed.

Party Night:

- Confirm ticket taker volunteers
- Confirm MC for the evening w/assistant for prizing

Day of show:

- Networking meal if on schedule, confirm ticket takers