



APS Annual Convention Chair Roles and Duties

The Convention Chair works with the Convention Steering and Planning Committee in organizing the APS convention. This person is responsible for overseeing the various chairs of the associated committees ensuring that the convention planning is completed in a timely fashion. It is important that everyone should know what is going on at all the times.

Position Information

- Any member of APS may perform this duty. Generally a person in the region in which the convention will take place is preferred due to their familiarity with area, access to facilities and other local connections.
- Performs in leadership role to communicate needs and plans to BOD and committee members.

Qualifications:

- Leadership skills and interpersonal skills
- Organizational skills
- Strong oral and written communication skills
- Understanding of the goals and ideals of APS Annual Convention
- Problem solving skills
- Flexibility and willingness make changes
- Ability to meet deadlines and provide systems for others to meet their deadlines
- Set strong deadlines and produce clear expectations
- Self-motivated/strong work ethic

Duties

- Is able to make onsite visits to venues and make plans with lodging, exhibition venue, meeting venue and other physical requirements of the Annual Convention.
- Works with Bulletin Editorial Group, Social Media Group, Website Managers and other publicity entities to produce promotional media.
- Work with APS Treasurer/Convention Steering and Planning Committee to work out a budget
- Assign with the assistance of the Convention Steering and Planning Chair the following positions to plan the convention (typically these are needed):
 - Exhibition Chair (APS Exhibition Chair(s))
 - Hospitality Chair(s)
 - Publicity Chair (APS Publicity Chair)
 - Program / Speaker Chair(s)
 - Registration and Finance Chair (APS Treasurer)
 - Tour Chair(s)
 - Auction Chair (APS Auction Committee)
 - Convention Schedule Chair(s)
- Some of the above listed chairs, Exhibition Chair for one, will have multiple planning tasks of their own planning and to lessen the burden of any single person, the duties for Exhibition are best divided as follows:
 - Awards Chair
 - Classification Chair
 - Judges and Clerks Chair
 - Artistic Design Chair
 - Photography Contest Chair

- Staging Chair

Planning Process

There are documented procedures that the Convention Chair can follow. Refer to the documents *CHECKLIST FOR THE APS CONVENTION AND EXHIBITION* and *HANDBOOK FOR HOSTING THE APS CONVENTION AND PEONY EXHIBITION*.

The Convention Chair should look for volunteers/members to head the various committees. Ideally some of the committee chairmen will have attended past APS conventions so that they know the protocol.