

## **Operating Code- Exhibit Manager**

### **Organization:**

1. The Exhibits Manager shall be appointed by the President and shall serve through the annual convention.
2. The Exhibits Manager shall serve as a national and state wide coordinator of sales for exhibits.

### **Conduct of Office:**

1. Make initial contact with potential and yearly exhibitors and then pass the information on to the Convention Manager.
2. Solicit potential national and statewide exhibitors and pass the information on to the Convention Manager.
3. Coordinate with the Communications Director to recruit exhibitors through social media including OAHPERD's website.
4. At the end of the convention, send thank-you notes of expression to each exhibitor.

## **Operating Code-Convention Manager**

### **Organization:**

1. The Convention Manager shall be appointed by the President with Board approval for a term of three (3) years.

### **Conduct of Office:**

1. Be a member of OAHPERD.
2. Assume responsibility for coordinating the annual OAHPERD Convention
3. Serve as program chairman for the annual Convention.
4. Coordinate contract negotiations for convention arrangements with assistance from the OAHPERD Executive Director.
5. Coordinate and oversee program development with each Vice-President and Section chairman for the Convention.
6. Find out from the President what the topics or titles of the addresses will be for the general sessions.
7. Write/email each speaker for a copy of his/her presentation.
8. Coordinate with website manager to provide website space for posting presenter materials, such as PowerPoints® or handouts.
9. Make certain that all guest speakers have living accommodations as needed and host or hostess available to greet them upon arrival.
10. By August 1 the entire program should be finalized and typed. Copies of this program should be sent to the OAHPERD Journal Editor by August 15. Accompanying the program should be the following: a picture of the guest speaker(s), description of each presentation, and exhibitor information.
11. On the day of the Convention, arrive at the Convention site early enough to present the printed programs to the Executive Director before registration begins.
12. Prior to Convention, coordinate attendee packets with appropriate materials for those pre-registered.
13. Coordinate Convention expenses with the Executive Director.
14. Prepare a written summary of the Convention for inclusion in the Association's files.
15. Submit a written report to the Board of Directors following the Convention.
16. The Convention Manager, with the approval of the Board of Directors, shall have the discretionary power of rate adjustments for exhibits.
17. The Convention Manager shall follow up with Exhibits Manager who will coordinate contact with Exhibitors.
18. Attend all Board and Council meetings.