



COFAS Job Descriptions

Site Coordinator(s)

From the Bylaws:

2. Executive Officers

2.1 *The Officers of the Organization shall be the President, Vice-President, Secretary, Treasurer, Past President, current year Conference Site Co-ordinator, current year Conference Agenda Co-ordinator, and one Member-at-Large representing each of the three regions (East, West, and Central) who together shall constitute the Executive.*

3. Duties of Officers

3.6 *The in-year Conference Site Co-ordinator and the Conference Agenda Co-ordinator shall be responsible for the organization of the annual conference*

The Site Coordinator(s) shall:

- perform the duties as outlined in the Bylaws;
- attend all Executive and membership meetings scheduled for the year, including the Annual General Meeting;
- select and book the COFAS Conference venue in the chosen city and liaise with the hotel staff regarding all arrangements;
- select and book a venue for the group dinner and liaise with restaurant regarding all arrangements;
- select entertainment, if applicable, and book it;
- determine a draft budget for the conference and report to Executive Committee;
- gather local sponsors for donations of goods and services;
- liaise with agenda coordinator(s) to determine needs;
- put together conference packages for attendees; and
- act as liaison person for any issues that may arise with respect to the venue before and during the conference.

See Appendix A for detailed instructions, timelines and tips.



Appendix A

Site Coordinator Instructions, Timelines and Tips

(with thanks to Debbie Noble, WUFA)

3 years prior to the conference:

- create a 1-page document to be put in the front of your file with every contact name (agenda coordinators, site coordinators, COFAS Exec members, hotel contact person along with the emails, phone #s, mailing addresses, COFAS listserv email address, date of the conference, date the hotel contract was signed and who signed it, website URLs, etc.)
- send out RFP's to determine hotel for conference, outlining needs like conference room(s), opening/registration night meet & greet venue, etc. Note that unionized hotel venues should be chosen where the costs are reasonably comparable. If the hotel is not unionized, support local vendors should be supported as the next choice.
- estimate the number of guest rooms. Aim for a higher number (e.g., 80 rooms) but observe release dates closely so COFAS does not have to pay for unused rooms.
- estimate budget for conference
- when possible, perform a site visit to view prospective hotels/conference centres
- provide COFAS Exec with a package that outlines the reason for the site selection, the terms of the agreement, etc.

2 years prior to the conference:

- determine if any entertainment or special events are going to occur at registration night or group dinner and book them
- look for venues for group dinner (note accessibility) and book location, ask about group dinner menus options (2 years out if it is a popular venue, 1 year if reservations are easier to make)

1 year prior to the conference:

- group dinner discussions begin on the menu, prices will still be estimates. The menu will be required to start promoting the group dinner the year of the conference.
- bring information about location of conference (pamphlet about hotel) to the COFAS meeting 1 year in advance
- look for local sponsors for donations of goods/services to the conference (involve local faculty association staff for suggestions).
- at this point, and during the year of the conference, start working with the agenda coordinator(s) to determine breaks, group dinner, transportation needs, guest speaker rooms or any special equipment needs for the conference
- get a logo designed for the conference

Year of the conference:

- get items for registration kits like maps, sightseeing brochures, etc.
- research information about the city to prepare info for COFAS (e.g., what is the closest airport, cost of a taxi ride to the hotel from the airport, sightseeing attractions, etc.). Finalize any details that should be on the registration form (including location, costs, transportation). This is usually



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done with the agenda coordinator(s). Make sure the registration form includes a statement that after a certain date, no registration fees will be refunded due to vendor commitments.

- work with the hotel rep to ensure internet coverage, special needs accessibility, conference room equipment & conference room setup. Ensure there are backup assistants from the hotel for any equipment failures, etc.
- finalize food (breakfasts), breaks, gratuities, hotel rooms, equipment for conference, opening night meet & greet activities (i.e. host bar, entertainment)
- purchase gifts for guest speakers (agenda coordinator(s) input)
- create signage for conference where needed
- finalize group dinner - headcounts, menu, etc. with supplier. Arrange for payment through Treasurer. Arrange any necessary transportation for the group dinner.
- create name tags for registration, registration lists, oversee registration table opening night and first morning of conference

Final weeks prior to and during the conference:

- **RELEASE ROOMS** – always over estimate attendance, but make sure to release rooms on the specified date to avoid extra costs
- **DONATIONS** – give one final call 2 months before the conference and state a deadline. Finalize the list of donors 3 weeks before the conference, this will be needed for the agenda and signs.
- **AGENDA** – is developed over a period of time, and finalized about 3 weeks before the event so it can be printed and shipped to the hotel for distribution
- **TICKETS** – COFAS bought a roll of tickets in 2018 to use for a free drink at the reception. These were put into the name tag plastic envelopes.
- **NAME TAGS** – first and last name, faculty association name on one side. On the other side we put the 3-day agenda in precis format. Add the drink ticket and any other materials (e.g., identifiers for group activities), assemble with a plastic holder and lanyard, and arrange alphabetically for the registration table.
- **GROUP BREAKOUT SESSIONS** – suggestion: if you want to mix up the crowd, put a different coloured piece of paper into each name tag. Then, the groups will meet according to the 'colour' they have been assigned.
- **SIGNAGE** for event. In Kingston, we used the services of STAPLES, an office supply store in eastern Canada where they have a kiosk that you can remotely talk to a sign creator/ coordinator. Take all the sign information on a memory stick, including a high resolution conference logo, and you will upload the information at the computer in Staples so they can begin to work on the signs. (In Kingston the logo was not high resolution, so Staples was able to enhance it for about \$90 so we have a very good, original logo for COFAS. We kept this for future designers to us). Arrange to have the signs produced at a Staples Store in the city where the conference is being held, and have hotel staff pick them up the day before the conference OR stop by and pick them up when you get to the city for the conference. In Kingston we did a sign for donors that stayed in the room, a welcome sign for the front lobby, a special reception sign because it was sponsored, and a sign for outside the conference room to welcome delegates at registration and for the duration of the sessions.
- **WELCOME LETTER** – with the COFAS logo for the year, the login password for the hotel rooms, an announcement providing the registration/reception room & time, and which room the conference would be held in.



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- EXTRA ROOM TO WORK – book a vacant conference room for the duration of the conference for storing items, meeting with Executive members, and packing the gift bags. Bring a computer, memory stick, paper, etc. If extra documents are needed, the hotel will usually print them (for a small charge).
- CONFERENCE DELEGATE BAGS – pack these a day before the conference. Examples of items to include: agenda, list of attendees, pen, notepad, locally-made treats, tourist brochures
- GIFTS (for guest speakers and those who host various topics) – assemble and gift wrap ahead of time and have ready to be handed out as guest speaker/host completes their task.
 - examples – bottle of local wine, a small jar of local honey, CD from a local music group, small piece of local art, local jewelry, any combination of local items
- REGISTRATION TABLE – Thursday evening starting at 5:30 pm with reception at 6:30 – 9:30 pm. 2 people staff the table. First morning – open the table at 8:45 am for those who arrived overnight. Once the conference starts, move the registration table just inside the door to the conference room.
- TAXIS – arrange for the group dinner (when it is offsite) to arrive at the hotel for a certain time, and pickup clients at a given time from the restaurant to come back to the hotel.
- GROUP DINNER – must consider dietary restrictions (buffet is easiest). If it's not a buffet, attendees will make their dinner selection when they register for the conference. Discuss with the restaurant what system will be used to identify which delegates ordered what (e.g., various colours of paper (green – veg, yellow – chicken) with attendees' names). It should be verified in advance what method of payment the restaurant will accept to pay for the group dinner, which usually includes gratuities in the cost.
- BREAKFASTS – must consider dietary restrictions (buffet is easiest). Breakfasts are often served in the conference room where the meeting was held, but they may be in the hotel restaurant, depending on the venue.
- BREAKS – meant fresh coffee/tea/juices/water combined with a variety of selections at each break (examples: fruit, slices of cake, popcorn and large pretzels, yogurt, muffins, fresh veggies and dip, cookies and squares). Arrange for a coffee/tea/water station throughout the day.
- CONFERENCE ROOM NEEDS – make sure the hotel provides marker pens, masking tape, pens, stapler, flipchart and stand, screen, garbage cans, media hookup for PowerPoint presentations, microphone, phone number for someone to assist with equipment if there is a problem, podium, at least 3-4 extra tables against wall (mug exchange, various displays, registration, personal belongings)

Final day of the conference and following:

- on the Saturday afternoon and Sunday morning, put a labelled box near the exit door of the conference room and ask people to hand back their name tags/lanyards.
- clean up – divvy up any items from leftover gift bags and give to the conference helpers, throw out signs, return all keys and AV equipment, take apart name tags and lanyards to be used next year, throw out anything left over.
- Send thank-you notes to those who donated (treasurer does this in past).
- Finalize invoice with hotel a few weeks later and verify with Treasurer to pay the expenses.