



# National Council of Corvette Clubs, Inc.

Incorporated 1960

## Job Description



### **DIRECTORS OF CONVENTION** (Appointed by the President)

The President of NCCC with the approval of the Board of Governors appoints the Convention Director. The Convention Director shall serve until the books are closed on the convention for which appointed.

The term “Directors of Convention” is to be qualified as follows: a current Director of Convention and a future Director of Convention will respectfully apply to the two separate conventions being simultaneously planned; each convention requires a director charged with the same duties and responsibilities.

The future Director of Convention will be appointed after the annual convention bid site selection *is* completed at the last regularly scheduled governors meeting of the year. This position will progress to current Director of Convention, when the current appointment terminates at the regularly scheduled governors meeting following the current Director's convention.

It shall be the responsibility of the Directors of Convention to attend the Convention Steering committee meetings; serve as the representative for the host organization; submit to the Convention Steering Committee for review of all proposed contracts, budget, general convention program outline and host organization meeting minutes. Inform the Convention Steering Advisor at the first opportunity of *any* significant change(s) (i.e. to the budget, convention program, etc.) that develop between the Convention Steering Committee meetings; and perform other such duties as outlined in the Convention Policy and Procedure manual.

(As per the NCCC Rulebook, Section 3. Appointed officers).