

## Illuminator Ambassador Committee

### Purpose:

- To serve as the “Ambassadors” at the WAFC convention on behalf of the Illuminators with providing assistance, meeting room directions and information for the prescheduled business meeting sessions.
- To coordinate and maintain that snacks and drinks are available for those while waiting to attend their upcoming retailer meeting(s). Additional seating will be available for those waiting.
- There will be continued interaction with the retailers throughout the day. This is a vital committee with great retailer exposure for those participating.

### Committee Times/Hours Involved:

(2 – 3 hour increments suggested, or as availability allows)

- Sunday 11:00 AM – 5:00 PM
- Monday 12:00 Noon – 5:00 PM
- Tuesday 1:30 PM – 5:15 PM

### Committee Composition:

- 1 Liaison
- 1 Chairperson
- 1 Vice-Chairperson
- 10 – 15 Committee Members

### Pre-Convention Responsibilities:

#### Liaison

- A minimum of 60 - 90 days prior to the convention, the liaison is to contact the assigned Chairperson to confirm that he/she will be attending the WAFC convention and that they will accept the responsibility.
- The name of the pre-selected Vice-Chairperson is supplied to the Chairperson along with a list of committee members and their contact information.
- Contact and provide the Chairperson with the committee handbook (available online at [www.Illuminators.Org](http://www.Illuminators.Org)) and to be available to answer any questions and be the go between to the Illuminator Officers with any questions/concerns.
- Secure the cell numbers for both the Chairperson and Vice-Chairperson.
- **You will be provided with the schedule of business meetings from the Spotlight at the Chairperson/Vice Chair meeting held at the convention.**

#### Chairperson/Vice-Chairperson

- The Chairperson is to contact the Vice-Chair and request his/her assistance to contact all committee members and confirm that they will be attending the convention.
- Confirm all available times and dates to members who can commit in advance to the event. A minimum of 2-3 hours is best if the member is available for that

amounts of time. It is best to have 2 members scheduled or a member and Chair/Vice Chair. Get all committee members cell number in advance.

- Contact the member at the convention to reconfirm their commitments, day and time.

Convention Responsibilities:

- Attend the Chair/Vice Chair meeting and confirm that your committee members have checked into the convention (or will be) and are confirmed. This is the time to inform the Officers and your Liaison of any needs or requests.
- Be available a half hour prior to the business sessions starting to set up the table and to discuss the responsibility of the members.
- Be certain to inform the closing members each day of when they may leave and to leave the tables in a neat and orderly manner.
- Provide the Command Post with a list of the Illuminator schedule for the Ambassadors.

Post Convention Activities:

- The Chairperson and Liaison is to compile a recap for the Spotlight highlighting the successes, issues, and challenges that may have occurred. A final committee report (names of those participating) must be submitted for historical record keeping.
- Your recommendations for future Chair/Vice-Chair positions and committee members are to be submitted to the Spotlight as well.
- Thank you notes are to be sent to all committee members.