

HIGHLANDS & ISLANDS ASSOCIATION OF CELTIC GATHERINGS, INC.

JOB DESCRIPTIONS

PRESIDENT

JOB DESCRIPTION

July 24, 1998

In charge of administrative duties & all business transactions pertaining to the operation of the Association.

Presides at the meetings, sets the agenda and structure of the meeting.

Responsible for calling all executive board, general membership, and special meetings.

Works with other officers on the executive board to facilitate administrative business.

Appoints administrative directors/coordinators.

Coordinates with all administrative appointees who are not board members and reports all administrative business to the general membership.

Directs and maintains legal business of the association, including, but not limited to, bylaws, incorporations, tax exemption, etc.

Responsible for filing all tax forms and execution of legal documents.

Is an elected officer.

Is a voting member of the board ONLY in the instance of a tie breaker.

PRESIDENT-ELECT

JOB DESCRIPTION

July 24, 1998

Assists the President, planning and executing duties pertaining to that post.

Steps in when the President is absent, assisting, advising, and carrying out those chores in support of the Presidents duties.

Works with board members and directs fund raising projects and membership recruiting activities for the Association.

Acts as Chief Protocol Officer.

Is an elected officer.

Is a voting member of the board.

Succeeds to the office of President immediately after having served out the one year term as President-elect to which he/she was elected.

## GAMES CHIEF

### JOB DESCRIPTION

July 24, 1998

Coordinates with the Treasurer the budget for the Games.

Responsible for the inventory of field gear which is property of the Association and all other borrowed, rented, or otherwise.

If the spokesperson for the Association for any matters pertaining to the Games to the Sheriffs office, area cities, Coliseum, and all other Associations who may be connected with the production of the Games events, its date and purpose.

Coordinates and directs all activities in regards to set-up, tear-down of field gear, activities and personnel, and sets the schedule for such activities.

Oversees all handling of pay-outs, expenditures, and reports these activities to the executive board and the general membership.

Informs newsletter editor of Games and related plans and activities.

Is an elected officer.

Is a voting member of the board of directors.

Appoints games event directors/coordinators.

Insures the presence of a First Aid Kit at the Games.

## GAMES CHIEF-ELECT

### JOB DESCRIPTION

July 24, 1998

Assists the Games Chief in all matters pertaining to presentation of the Games.

Steps in when the Games Chief is absent, assisting, advising, and carrying out those chores in support of the Games Chiefs duties.

Contacts pipe bands, sheepdog demonstrator, horse clubs, auxiliary bands (Fife & Drums), drill teams, special events (Renaissance, readers, SCV, SCA, etc.), clan challenge, all appropriate field events.

Submits proposed budget for these events and keeps a running total of expenses.

Correspondence with above groups, scheduling on field, and traffic control on field.

Responsible for gate and parking passes for all such personnel and activities.

Works with the Games Chief in providing: staging, sound equipment, tents, tables, chairs, hotel accommodations, travel, etc. for these groups.

Responsible for getting written agreements concerning compensations, performance times and places for these groups as well as waivers of liability.

Works with program book director in obtaining biographies, photos, etc.

Is an elected officer.

Is a voting member of the board of directors.

Succeeds to the office of Games Chief immediately after having served out the one year term as Games Chief-elect to which he/she was elected.

## GAMES SECRETARY

### JOB DESCRIPTION

January 10, 1995

To pick up, sort and distribute the mail.

Must make sure that all incoming information is distributed to all who need to have knowledge of its contents.

Ascertain that all correspondence is answered in a timely fashion.

Appointed by the Games Chief.

## RECORDING SECRETARY

### JOB DESCRIPTION

July 24, 1998

Keeps the minutes of all general, special call, board, and games meetings.

All minutes are to be published in the Association newsletter.

The secretary is responsible for submitting the minutes in ready-to-mail form to the newsletter editor, President, and board in advance of posting date of the newsletter.

Keep a full set of minutes, previous and current, open to inspection at all meetings.

Assist the President and President-elect with administrative correspondence and maintain copies thereof.

Assist the President and President-elect in record keeping of all administrative business of the Association.

Endeavor to familiarize himself/herself with minutes of past meetings in order to assist with questions as they might arise.

Devise a format in which all future minutes will be submitted.

Is an elected officer.

Is a voting member of the executive board.

Take a complete roll of members and guests, with times, beginning and ending, date and place of all meetings. Get names, addresses and phone numbers of all guests and the reason for their visit. These shall be included in the book of minutes.

Minutes shall be presented to the membership, amended if necessary, approved by the membership, and presented to the President and recording secretary for signatures and date of approval.

## TREASURER

### JOB DESCRIPTION

October 30, 1994

Works with executive board to set budgets and maintain records thereof.

Reports to board and general membership the financial status on a monthly basis.

Maintains bank statements (checking and savings), check book, and acquires proper signature for payment of Games and administrative business.

Provides President with proper information for filing federal & state tax returns, grants, and other financial business.

Provide all records to the board for a quarterly audit.

Maintain an up to date performance file of all financial transactions.

Is an elected officer.

Is a voting member of the executive board.

Report any discrepancies immediately, in writing, to the President and board.

Deposit into the Association account (checking or savings) all revenues.

Maintain a current membership list. Make that list available to any member upon request. Report any changes to the newsletter editor for inclusion in the newsletter, and others requiring current information.

Produce a monthly & annual financial statement which is signed & dated by the President.

## BOARD OF TRUSTEES

### JOB DESCRIPTION

July 24, 1998

Sits in an advisory position on matters pertaining to administrative or association business.

Acts as Association Finance Committee for their term of office.

Assists in setting Games and administrative budgets.

Assists in planning fund raisers.

Assists and advises President-elect in recruiting efforts.

Act as diplomatic agent to other Associations, Clans, and other organizations affiliated with the Association activities and business.

Assists the President-elect in directing protocol.

Is an elected officer for a term of three years.

Is a voting member of the executive board.

## WAYS & MEANS DIRECTOR

### JOB DESCRIPTION

October 30, 1994

Works with program book director & person in charge of games mailout to sell ads.

Researches promotion sources & purchases advertising time & space.

Solicits sponsors, grants & organizes fund raising campaigns.

Works with Games Chief, Treasurer, and Board members in building capitol for the Association.

Appointed by the Board.

## ATHLETIC

### JOB DESCRIPTION

October 30, 1994

Provide the program book director, well in advance of program publication deadline, with any information for inclusion in the book.

Establish, coordinate, & operate all athletic competition for the Highlands & Islands Association.

This includes setting up the field, sheaf standard, trig, table, etc., and tearing down field after competition.

Prepare & submit to the Games Chief a budget for the upcoming year.

Keep a mailing list with phone numbers of past athletes who have performed at our Games.

Furnish to the Games Chief the name & pertinent information of judges to be retained along with the following information: fees, travel & lodging accommodations.

Obtain all required athletic equipment for the Games. Take care of field passes, etc.

Make sure ample copies of the competition waivers are available for the field as well as copies for recording athletic scores.

Retain assistants needed for the day of the games. One person each to record scores, assist with measuring tape, help record degrees for the caber toss, and several to assist in keeping by-standers off the field.

Obtain trophies & medals needed for the Games. A gold, silver & bronze medal will be needed for each of the categories as well as a trophy for the Athlete of the Day which will be engraved with the date & title.

Obtain water, Gatorade & cups for the athletes. Furnish ice & cooler for the field.

Transfer all official scores before leaving the field; the judge must take the official records with him.

Inspect & inventory all H&I athletic equipment after the Games to make sure it is all accounted for & in working order. Inventory to include: Hammer with two extra handles, three pronged pitchfork, sheaf, 17 pound stone, 56 pound weight for height, 56 pound weight for distance, 28 pound weight for distance, & cabers, as well as sheaf standard.

Submit to Games Chief or Treasurer all sales slips, list of phone calls & records of other out-of-pocket expenses H&I needs to reimburse. Submit before November 30 of each year.

Submit a list of competitors & standings to be used for the next years games program book.

Write thank you notes to all competitors & assistants, all sponsors of trophies, if any.

Appointed by the Games Chief

## CLAN TENT DIRECTOR

### JOB DESCRIPTION

January 10, 1995

Works with Games Chief and Field Director.

Maintains records of past and present participants (Clans and Associations). From those records a mailing list is to be prepared for the mailout.

Is in charge of mail-outs to clans, societies, and associations, answering their correspondence, phone calls, etc. as they arise.

Coordinates assembly of mailout packages, gate passes, maps, parking permits, cover letter, badges, etc.

Keeps lists of special requirements, conformation of space assignments, number of tables and chairs required, provides Field Director with this information.

Maintenance of alphabetized list for Gate, for program book director for listing in program.

Needs to be on field to coordinate field setup and tear down of clan tents, number, and fill special requirements for field.

Inform newsletter editor of Clan as they register for newsletter publication.

Appointed by the Games Chief.

## FOOD & MERCHANDISE VENDOR DIRECTOR

### JOB DESCRIPTION

October 30, 1994

In charge of compiling and maintaining a database of current, past & prospective vendors.

Strive to solicit a mix of vendors which will provide games attendees with a wide selection of celtic goods in a broad price range.

Provide input for mailouts which will return to H&I the information needed to plan all phases of the Games.

If needed, solicit advertising from vendors for the mailout and program book, working in conjunction with members who may be soliciting advertising & producing the program book.

Maintain correspondence, do mailouts of applications, receive & log completed applications and funds pertaining thereto.

Work with Games Chief and Field Director on logistics & special requirements (electric hookups, water, etc.).

Keep a running tally of tables, chairs & tent sizes (space) required for current year field setup.

Assist vendors with travel arrangements, maps, hotel reservations, etc.

Promptly report attending vendors, with a bit of information about their goods or other interesting tidbits, to newsletter editor for publication in the next newsletter.

Responsible for getting gate passes & maps to vendors.

Collect any unpaid vendor fees on the day of the Games.

Collect sales tax & sales tax reports from all vendors before they leave the field at the conclusion of their participation. All tax monies and reports are given to the Treasurer.

If H&I elects to have a soft drink concession, make arrangements for the delivery, setup, supplies, manpower, and return of all concession equipment.

A state temporary beer permit must be obtained if a beer concession is included in the festival.

Same requirements of setup, delivery, etc. as with the soft drink concession.

Arrange to have change bank on hand with the Treasurer.

Submit all monies, in separate (labeled with source & amounts) to the Treasurer.

Arrange to have assistance on the field as vendors arrive during the setup period and all during the Games.

Appointed by the Games Chief.

## PIPING & PIPE BAND DIRECTOR

### JOB DESCRIPTION

October 30, 1994

Coordinates schedules with bands and individual participants.

Recruits pipers and pipe bands.

Arranges for field tent, table & chairs for judge, and instructors.

Handles correspondence for related business, handles sanctioning, and materials needed for E.U.S.P.B.A.

Works with Games Chief on lodging, travel arrangements, fees & dues.

Coordinates with Treasurer for payment of all related expenses.

Maintain a database of pipers, pipe bands, piping instructors, etc.

Responsible for distribution of gate passes, and labels for mailouts.

Passes on newsworthy information to newsletter editor.

Appointed by the Games Chief.

## DANCE DIRECTOR

### JOB DESCRIPTION

October 30, 1994

Keep current database of all dance groups. Keep abreast of their activities. Keep newsletter editor informed of such activities.

Does labels for mailouts, correspondence, makes schedules & directs dance activities.

Coordinates with Field Director on location and set up of stage sound requirements and viewing area, and any other special requirement.

Responsible for having on hand any items needed by dancers.

Arrange for a changing area and acquisition of release of liability waivers.

Responsible for issuing gate & parking passes to dance participants and any others related to dancing.

Notify dancers of times & places of events, coordinate with Field Show Director on this.

Arrange for needed staging, sound equipment, music, etc.

Submit a budget to the board for dancing. Keep a running tally of dance related expenses.

Get any needed information for the mailout and program book and submit to persons needing the information in a timely fashion.

Promptly inform the newsletter editor of dance activities and participants.

Appointed by Games Chief.

#### CHILDREN'S GAMES DIRECTOR

##### JOB DESCRIPTION

January 10, 1995

Works with Games Chief & Field Director.

Submits proposed budget to Games Chief by deadline.

Coordinates activities and field gear, and scheduled events, coordinates all personal activities pertaining to childrens games.

Maintains an inventory of field gear which is uniquely for the childrens games.

Handles purchasing and distribution of all prizes and awards.

Submits schedule of childrens events to program book director and Games Chief by requested date.

Appointed by Games Chief.

#### LIVING HISTORY DIRECTOR

##### JOB DESCRIPTION

October 30, 1994

Coordinate & correspond with groups such as: Sir Francis, SCV, Medieval Society, etc.

Inform & assist Field Director with their special requirements: tents, tables, chairs, electricity, water, etc.

Responsible for issuing gate & parking passes, etc.

Submit a budget to the Treasurer.

Inform program book director of participants by supplying short bios & photos in advance of program publication date.

Appointed by Games Chief.

#### GATE DIRECTOR

##### JOB DESCRIPTION

January 10, 1995

Coordinates directing traffic - keeping back road clear, director vendors & clan people into designated areas.

Responsible for having the gates manned at all times.

Coordinate with Treasurer to make sure the gate have banks.

Coordinate with Clan Tent Director to keep area moving smoothly and keep areas clear of unauthorized vehicles.

Collect gate admissions from those not having passes.

Direct traffic to designated are and inform them of parking, unloading, and other procedures.

Work with other directors to have list of people who are allowed entry, without having tickets or passes, at the gate.

Appointed by Games Chief.

## INFORMATION TENT DIRECTOR

### JOB DESCRIPTION

October 30, 1994

Schedule and recruit people to man tent on the day of the Games.

Set up tent displays, craft items for sale, t-shirts, programs.

Keep records of items sold and submit sales log & money to Treasurer at the end of the day.

Obtain and hand out tourist information, membership forms, etc.

Responsible for getting gate & parking passes to all assisting in the booth.

Pack up all display items and arrange for their transport to the warehouse.

Appointed by Games Chief

## FIELD DIRECTOR / MASTER OF CEREMONIES

### JOB DESCRIPTION

January 10, 1995

Contacts pipe bands, sheepdog demonstrator, horse clubs, auxiliary bands (Fife & Drum) drill teams, special events (Renaissance, SCV, SCA, etc), clan challenge, all appropriate field events.

Submits proposed budgets for these events & keeps a running tally of these expenses.

Correspondence with above groups, scheduling on field, and traffic control on field.

Responsible for gate & parking passes for all such personnel & activities.

Works with Field Director and Games Chief in providing: staging, sound equipment, tents, tables, chairs, hotel accommodations, travel, etc. for these groups.

Responsible for getting written agreements regarding compensation, performance times and places from these groups as well as waivers for liability.

Works with program book coordinator in obtaining bios, photos, etc.

Appointed by the Games Chief.

## PARADE CAPTAIN

### JOB DESCRIPTION

October 30, 1994

Responsible for the care and keeping of the float and maintaining same in good working order.

Arranges for parade schedules, makes contact with proper personnel and arranges for fees when needed. Turns in necessary paperwork to the parade organizers.

Sets dates and makes arrangement for vehicles to pull the float, makes sure all proper gear required, fire extinguishers, portapots, etc. are on site. Arranges for flags, banners, decorations, throws, etc.

Notifies riders, marchers, bands and others as required of muster times & place, parade routes and other necessary information.

Notifies newsletter editor of all information as soon as obtained.

#### CLAN CHALLENGE DIRECTOR

##### JOB DESCRIPTION

October 30, 1994

Organizes, publicizes and runs the Clan Challenge event on the main field.

Work with mailout coordinator to produce registration/waiver forms which collect all necessary data.

Make arrangements for any awards to be given, coordinate with Treasurer.

Keep a running tally of participants.

Promptly provide the newsletter editor with participants and other interesting information.

Work with the Field Show Director. Coordinate movement of the equipment on and off the field, and direct all personnel assisting and participating in the event.

Notify all the Clans of the times of the Challenge events, needs to work with Clan Tent Director on this.

Recruits participants, and directs all such activities on the field.

Get the waivers - get the waivers - get the waivers.

Appointed by the Games Chief

#### CRAFTER –ARTISAN DIRECTOR

##### JOB DESCRIPTION

January 10, 1995

Keep records of current crafts & artisans: names, addresses, phone numbers, info on type of craft, availability, and field requirements (tent, table, chair, water, electricity).

Coordinate requirements for each with Games Chief, Field Director, and Treasurer if necessary.

Follow up and check for readiness before the Games and relay any information to the proper people.

Be responsible for getting each crafter his necessary gate & parking passes, maps, information on procedures and schedules.

Inform program book coordinator of each crafter attending as soon as possible. May need to provide a short bio and/or photo on the crafter.

Appointed by Games Chief.

#### PUBLICATIONS DIRECTOR

##### JOB DESCRIPTION

January 10, 1995

Gathers information, designs program book.

Correlates, edits and composes all material for the production of all material for public release to newspapers, magazines & advertising.

The technical work either done by or contracted by appointee(s).

All material for public release must have the approval of the Games Chief and President.

Appointed by Games Chief.

TELEPHONE DIRECTOR

JOB DESCRIPTION

October 30, 1994

Organizes, informs & recruits personnel to phone members & pass on information pertaining to Association activities & business.

Reminds membership of meetings & activities.

Phones new members to welcome to Association, long distance expenses should be kept to a minimum.

Promotes goodwill, participation, and attendance for the Association.

Must communicate with Treasurer to keep phone roster current.

Report news collected during phone-ins to newsletter editor, Games Chief, or President as required.

Keep a log of all Association related long distance expenses, whether or not submitted for reimbursement.

Keep a log of time spent doing Association telephoning.