

Nullus Anxietas 7 – The Australian Discworld Convention 2019 Committee

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Last Updated Date 11/08/2016

Volunteers

- Activity Organisers – Anywhere – many people
- Photography/Videography Coordinator – Anywhere – 1 person
- Photographers/Videographers – Anywhere – many people
- Tech Crew – Anywhere – many people
- Security Support (The Watch) – Anywhere – many people
- Gophers & General Volunteers – Anywhere – many people

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Terminology

Executive: Elected members of Australian Discworld Conventions Inc. Officers of the association, working as the executive of the convention committee as well. These roles need people with initiative.

Core Committee: “Heads of Department” that should be at every committee meeting. These roles are responsible for several other extended committee and volunteer roles, and to keep track of their progress and status and ensure the work is being done. (See page 3) These roles need people with initiative.

Extended Committee: Official committee positions, but can be done by people not located in Melbourne. Attendance at committee meeting is not required (but they are always welcome to attend). These roles should regularly report their status to the Core Committee member responsible for them. (See page 3) These roles need people with initiative.

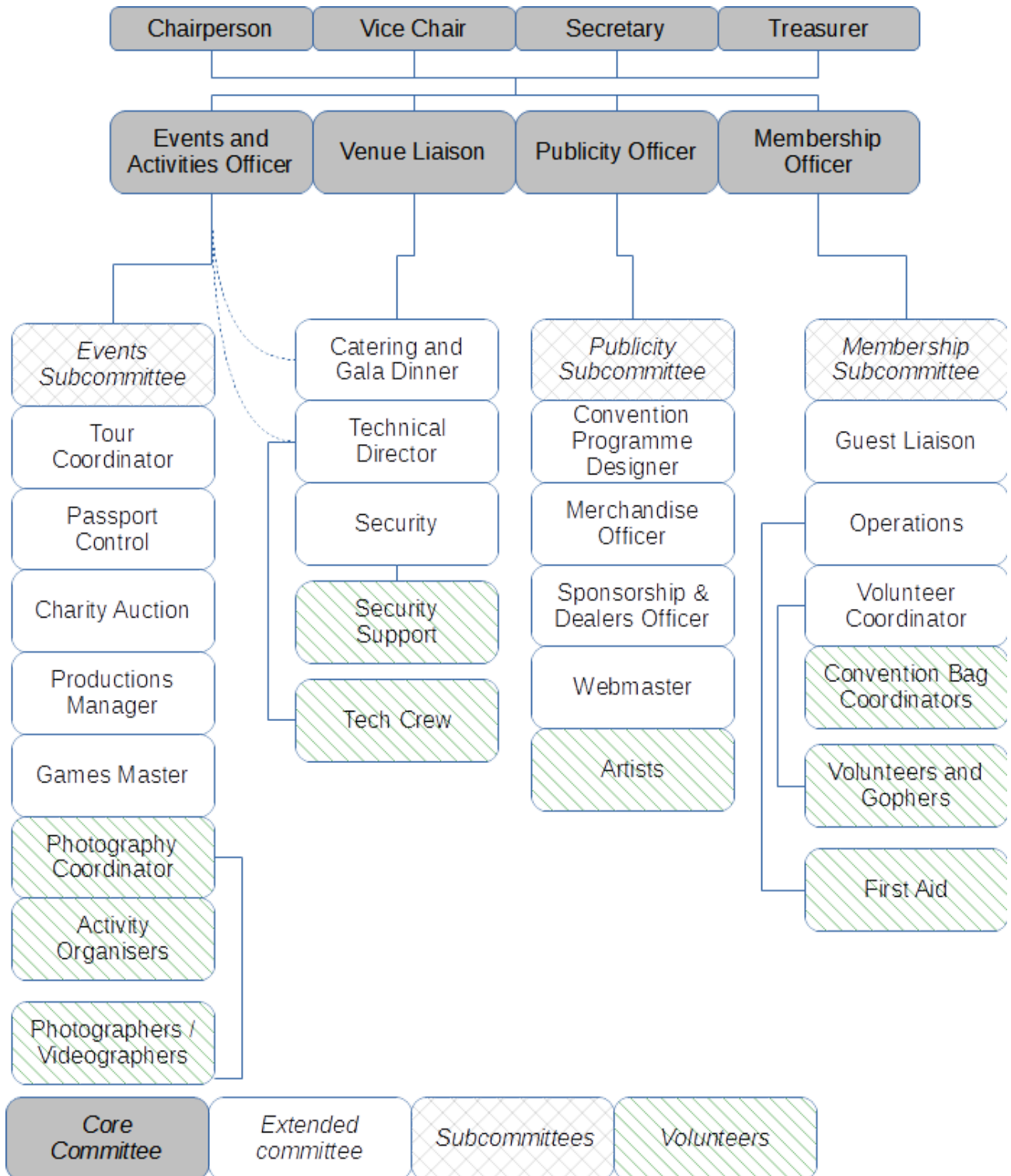
Subcommittees: groups of people who do not have an individual role on the committee, but work with their core committee supervisor to assist with that committee member’s responsibilities. Subcommittees may meet separately to the main committee (in person or online) to discuss details relating to their area of speciality. *Subcommittees are considered part of the Extended committee.* These roles are more supporting roles.

Volunteers: People outside the committee who are assisting with a particular or general part of running the convention. Many of these roles are not required to be filled until a few months prior to the convention, and some (such as gophers) can be filled at the convention itself.

NOTE: All the role names will probably be “rethemed” to match the Going Postal theme. So don’t worry too much now about what they are called, we can rename them later.

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Committee Reporting Structure



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Roles and Responsibilities

Executive

Chairperson and Vice Chair (ELECTED, FILLED)

- Act as spokesperson and contact person for the convention for media, etc.
- Oversee all aspects of convention organisation, and be responsible for them.
- Ensure all committee members are fulfilling their responsibilities and assigned actions. Offer assistance where needed or requested.
- Ensure all volunteers are fulfilling the responsibilities and actions that they volunteered for. Keep volunteers informed of committee progress.
- Liaise with the committees of similar conventions around the world.
- During the convention, act as central point of contact for any urgent or emergency situation.
- Prepare thank you notes/certificates of appreciation/small gifts to be given to guests, volunteers and event committee members.
- **NOTE:** Chairperson should ideally NOT undertake any other roles that occupy his/her time during the convention itself – during the convention, the chairperson should be there to supervise, coordinate, delegate and handle emergencies.

Treasurer (ELECTED, FILLED)

- Manage the finances of the association, and the convention.
- Investigate feasibility of using an EFTPOS/Paypal terminal at the event, and if so, organising rental of a terminal.
- During the convention, keep track of all financial transactions (cash or electronic) and be a secure caretaker of all cash funds.
- Following the convention, present a full financial report of the event to the committee.

Secretary (ELECTED, FILLED)

- Work with the Chairperson to devise meeting agenda.
- Take minutes at all committee meetings, recording the decisions made and outcome of votes, and actions arising from meeting decisions
- Distribute meeting minutes to all committee (even those not attending the meeting) as soon as possible after the meeting has occurred.
- Keep a record of all correspondence sent to the association and committee.

Core Committee

Events and Activities Officer (FILLED)

- Supervise the Events Subcommittee and share the following responsibilities with them.
- Devise and maintain a list of activities to be held at the convention, with the input from the committee.
- Create and maintain a scheduled timetable of all activities.
- (with Volunteer coordinator) Ask for activity organisers to run each activity and event. Activity organisers may be on the committee, members of the association, or non-members who are attendees at the convention.
- Keep activity organisers informed of convention planning progress.
- Ask activity organisers about their progress for organising of activities.
- Work with Venue Liaison and Technical Director to ensure activities are scheduled in available venue rooms with required resources (tables, chairs, microphones, lights, projectors, etc.)
- Work with Convention Programme Designer to produce the convention programme booklet.

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- Produce and print the final scheduled timetable for distribution at the convention.

Venue Liaison (VACANT)

- Work with the committee to identify potential venues for the convention.
- Investigate potential venues by contacting venue staff, visiting venues to examine room setup, availability of resources, cost, etc.
- Investigate accommodation options connected or near to potential venues, including asking about any discount deals that may be arranged.
- Work with the committee on deciding on a venue.
- Book the venue, and work with the Treasurer to pay the required deposit.
- Liaise with the venue prior to the convention, to ensure any arrangements are completely formalised regarding hire of rooms, equipment, staff and resources.
- Liaise with chosen accommodation location to ensure any arrangements are completely formalised regarding room bookings, discount deals, and food options.
- Work with Catering Liaison to ensure the venue and accommodation arrangements for general catering & the Gala Dinner are agreed upon by all parties.
- Work with Events and Activities Officer, Technical Director and the venue to ensure room configuration, equipment and resources are set up as desired.
- Liaise with venue to ensure equal access and opportunities for all attendees. (e.g. Disabled, Children including infants, Religious).
- Investigate transport options from major transport hubs (airport, bus station, train station) to venue. Provide this information on the website.

Publicity Officer (FILLED)

- Supervise the Publicity Subcommittee and share the following responsibilities with them.
- Supervise all aspects of publicising the convention.
- Contact and maintain regular liaisons with relevant bodies: e.g. local government, local news outlets, locations where advertising would be appropriate.
- Write and distribute press releases with the assistance of the committee.
- Compose and distribute newsletters for attendees, with the assistance and contribution of the committee.
- Oversee design and printing of posters and flyers advertising the convention.
- Oversee “offline” publicity – e.g. distribution of posters/flyers, newspapers, local media, attendance at pop culture conventions
- Oversee “online” publicity – e.g. online communities, social networks, e-mail newsletters (Discworld Monthly, WOSSNAME, email newsletter)
- Keep content of website up to date, with the assistance of the Webmaster and committee.

Membership Officer (FILLED)

- Supervise the Membership Subcommittee and share the following responsibilities with them.
- Work with committee in determining information requested for attendee applications, including cost for attendee tickets.
- Maintain a list of potential and actual convention attendees.
- Keep information about attendees on the website up to date.
- Act as point of contact for attendees to ask questions, prior to the convention.
- Work with Chairperson, Guest Liaison and Events and Activities Officer to ensure committee, guest and volunteer status is recorded on the attendees list.
- Write a document detailing the terms and conditions of membership, including a code of conduct agreement / anti-harassment policy

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- During the convention, oversee attendee registration.
- Coordinate the convention bags and badges given to attendees, with the Convention Bag Coordinators.

Extended Committee and Subcommittees

Roles Reporting to Events and Activities Officer

Event Subcommittee (VACANT)

- Report regularly to the Events and Activities Officer
- Share the responsibilities of the Events and Activities Officer and all other roles reporting to this officer.

Tour Coordinator (VACANT)

- Report regularly to the Events and Activities Officer
- Investigate potential options for tours, to be held before or after the convention.
- Design and finalise tour itineraries.
- Once a decision is made by the committee, book the tours decided upon. Pay a deposit, working with the Treasurer.
- Liaise with the tour company to ensure details of the tours are agreed upon, including maximum number of seats.
- Work with the Membership Officer to determine the cost of the tour tickets, and to set up tour publicity and ticket sales on the website.
- Finalise booking of tours (including total attendees on the tour) just prior to the convention.
- On the day of the tours, coordinate attendees boarding the tour buses to ensure they have paid for the tours.

Stamp Book (VACANT)

- Report regularly to the Events and Activities Officer
- Design, plan and oversee the Stamp Collecting activity that runs throughout the convention
- Arrange artwork/graphic design for the passports
- Arrange printing for the passports
- Arrange all other equipment for the passport activity, including prizes
- Coordinate with other committee and volunteers as to their role in the passport activity, where applicable

Charity Auction Officer (VACANT)

- Report regularly to the Events and Activities Officer
- Coordinate the donation of auction items
- Produce a booklet of auction items
- Produce a list of forms for silent auction items
- Work with the committee to choose charities that auction proceeds will be donated to.
- Find volunteer auctioneers to run the auction, and volunteer assistants to help with auction items and money processing.
- Work with the Events and Activities Officer and Productions Officer to run the auction
- Work with the Treasurer to collect monies owed for items sold in the auction and silent auction
- Ensure winning bidders collect their silent auction and auction items.
- Coordinate a major prize raffle (if one is deemed necessary)

Productions Officer (FILLED)

- Report regularly to the Events and Activities Officer

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- Organise, produce and run Opening Ceremony, Closing Ceremony, Costume Parade (Maskerade), Talent Quest (XXXX Factor), and other “large” productions run and presented by the committee.
- Work with the Auction officer on the auction
- Work with the Technical officer to ensure the lighting, audio/visual and other staging requirements for all productions are met.

Games Master (VACANT)

- Report regularly to the Events and Activities Officer
- Plan and oversee the games room at the convention
- Schedule 'learn to play' sessions of games, in coordination with the Events and Activities Officer
- Arrange a games library for the convention, loaned from attendees. Keep a record of who the games belong to.
- Oversee creation of themed game variants, including the needed artwork and production.
- Find volunteers to supervise the games room at various times

Roles Reporting to the Venue Liaison

Catering and Gala Dinner Officer (FILLED)

- Report regularly to the Venue Liaison
- Supervise the Gala Dinner Subcommittee and share the following responsibilities with them.
- Investigate general catering options available at or near the venue and accommodation. Ask catering vendors if any discount deals may be arranged. Find out what options are available for people with dietary requirements.
- During the convention, ensure that attendees have plentiful drinking water available at all times.
- Oversee and coordinate the organisation of the Gala Dinner.
- Work with the Venue Liaison and the venue regarding catering options for the Gala Dinner, including menu and maximum number of seats.
- Prepare a menu for the Gala Dinner, working with the venue and catering suppliers. Menu options shall be decided on by the committee.
- Work with the Membership Officer to determine the cost of the Gala Dinner and to set up Gala Dinner publicity and ticket sales on the website.
- Work with catering suppliers to ensure provide special menu options are available to those Gala Dinner attendees with dietary requirements.
- Oversee the seating plan of the Gala Dinner
- Oversee the design and construction of Gala Dinner decorations
- Oversee the running order of the Gala Dinner, including pre-dinner drinks, serving of courses, speeches and entertainment.
- During the convention, ensure that the set up and running of the Gala Dinner runs smoothly.

Gala Dinner Assistant (VACANT)

- Report regularly to the Catering and Gala Dinner Officer
- Share the responsibilities of the Catering Officer.

Technical Director (FILLED)

- Report regularly to the Venue Liaison
- Identify technical needs for the convention [Lighting, Staging, Audio/Visual, Internet, etc], and the cost of any equipment hire.
- Work with Venue Liaison and venue about availability of resources and equipment at the venue, including set up.

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- Work with Guest Liaison to ensure technical requirements for ‘virtual’ guests are met, and help them to test and verify communication with the ‘virtual’ guest works at the venue.
- Work with Events and Activities Officer to ensure required technical equipment and resources are available and set up in the correct room in time for the relevant activity.
- Ensure smooth communication between event committee members is possible at the convention.
- Work with Operations to organise an emergency contact mobile phone to use during the convention.
- Ensure room set up of technical and non-technical equipment complies with health and safety regulations, including testing and tagging of electrical equipment.

Security Officer (VACANT)

- Report regularly to the Venue Liaison
- Work with Venue Liaison and Operations Officer to find out about security at the venue and the venue’s policy on replica weapons, etc.
- Ensure only registered participants and guests are attending the convention, and report any discrepancies to the Membership Officer.
- Ensure convention attendees comply with the replica weapons policy, and that all replica weapons have been tagged.
- Oversee all security volunteers (The Watch)
- Act as primary first aid officer for the convention. If the Security Officer does not have a first aid qualification, they shall instead ensure that the designated first aid officer is contactable at all times.
- Write formal reports on any urgent or emergency incidents, recording the persons involved and their contact address and telephone number, date and time of the incident, details of the incident as reported by persons involved (including witnesses) and all actions taken in response to the incident (first aid treatments etc.) Reports should be written as soon after the incident as possible. They are required to aid the association in case of any legal issues arising from the incident.
- Present incident reports to the committee, to be recorded and filed.
- Liaise with venue security staff and local law enforcement if necessary.

Roles Reporting to the Publicity Officer

Publicity Subcommittee (VACANT)

- Report regularly to the Publicity Officer
- Share the responsibilities of the Publicity Officer and all other roles reporting to this officer.

Convention Programme Designer (VACANT)

- Report regularly to the Publicity Officer
- Oversee design, development of the convention programme booklet, working with the Events and Activities Officer, Guest Liaison, Membership Officer, Publicity Officer and committee.
- Arrange for the printing of the convention programme booklet.

Merchandise Officer (VACANT)

- Report regularly to the Publicity Officer
- Oversee design and choice of merchandise, coordinating with the committee.
- Oversee ordering and receipt of merchandise
- Oversee sales and shipping, or packaging for pickup, of merchandise.

Sponsorship & Dealers Officers (FILLED – 2 PEOPLE)

- Report regularly to the Publicity Officer
- Prepare portfolio document to give to potential sponsors.

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- Identify potential convention sponsors, and contact them asking for sponsorship.
- Write document detailing offers for dealers at the convention.
- Identify potential dealers to set up stalls at the convention, and contact them with the offers document. Liaise with dealers.
- Work with Venue Liaison to ensure space, power, internet etc for dealers is available.
- Work with the Event and Activities Officer to set Vendor opening times, so that Vendor lunch breaks are not immediately after a popular activity, for example.

Webmaster (FILLED)

- Report regularly to the Publicity Officer
- Refresh the content of the website with assistance of the committee.
- Ensure the website remains up to date and has valid content.
- Ensure the website functions correctly and securely (in the shop)
- Keep the domain name registered and website hosting paid for, and SSL certificate current.

Roles Reporting to the Membership Officer

Membership Subcommittee (VACANT)

- Report regularly to the Membership Officer
- Share the responsibilities of the Membership Officer and all other roles reporting to this officer.

Guest Liaison (VACANT)

- Report regularly to the Membership Officer
- Work with committee in identifying guests to invite to attend the convention.
- Work with committee in determining what benefits will be offered to invited guests.
- Send letters of invitation to guests, detailing what the convention committee can offer them for attendance.
- Liaise with attending guests, prior and during the convention, to ensure their needs are met within reasonable expectations.
- Ask guests for a short biography to be included in the convention programme booklet & website. Work with Convention Programme Designer and Webmaster in ensuring the biographies are included.
- Work with committee in identifying 'virtual' guests to invite to participate in a live telephone/internet video call during the convention.
- Send letters of invitation to 'virtual' guests.
- Liaise with 'virtual' guests, prior to the convention to determine a suitable time in the programme for their telephone/internet video call to occur. Work with the Events and Activities Officer to ensure time in the programme is made available.
- Arrange a time with 'virtual' guests to test and verify working communications with them. Ideally this will be at the venue, using the appropriate equipment (including speakers, projectors, microphone, and video camera). Work with Venue Liaison to prepare this.
- During the convention, contact 'virtual' guests shortly prior to their scheduled call to verify working communications with them.
- Oversee the calls with 'virtual' guests during the event, either by running the activity and conversation, or appointing a proxy to do so.
- Create a roster for each guest determining what activities they need to be at, what their responsibilities at that activity are, and which committee member or volunteer will be supervising them at that time. Communicate this roster to the guest.
- Inform guest supervisors of their responsibilities when supervising guests.

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Committee

Operations (FILLED – 2 PEOPLE)

- Work with Security officer and Venue Liaison to devise replica weapons policy.
- Ensure attendees comply with the replica weapons policy, and that all replica weapons have been tagged.
- Act as primary point of contact (in the Operations room) for any urgent and emergency incidents during the convention. Work with the Security officer to handle the incidents, and ensure the Chairperson is kept informed of these incidents.
- During the convention, coordinate a central point of communications at Operations. (e.g. Whiteboard for public announcements, or “notes” system for private notes between attendees)
- Be in control of the emergency contact mobile phone during the convention.

Volunteer Coordinator (VACANT)

- Report regularly to the Membership Officer
- Oversee the list of volunteers from outside the committee and ensure they are regularly kept informed of what they are expected to do.
- Work with the Membership officer, Security officer and Operations officer to make a roster for event registration, Ops and security, ensuring there are enough staff for each role at all times.
- Work with the Sponsorship and Dealers officer to make a roster of volunteers to work as temporary relief staff at dealer stands to give the dealer staff breaks, and the opportunity to attend some events and activities (applies mostly to PJSB Prints and Discworld Emporium)
- Oversee all general “gopher” volunteers.
- Coordinate with the Events and Activities officer to know which volunteers are working at various events and activities.
- Help runners of activities find Gophers to assist them when required on an ad hoc basis.
- Create “Thankyou” certificates (or similar) for all volunteers

Non-Committee Volunteers

Musician (VACANT)

- As guided by the committee, arrange and re-record certain pieces of music to be used in convention productions (Opening Ceremony etc)
- Contribute other music (original or arranged) if you want to.

Photography/Videography Coordinator (VACANT)

- Report regularly to the Events and Activities Officer
- Supervise the volunteer photographers and videographers
- Coordinate photographers/videographers at major events on the programme, as well as floating photographers to wander around for more candid shots
- Organise “photo booth” during the convention – especially for Maskerade/Gala Dinner, but possibly also at other times.

Photographers/Videographers (VACANT – MANY POSITIONS)

- Report to the Photography/Videography Coordinator
- Take Photos / Videos at the convention, as assigned by the Photography/Videography Coordinator or on an ad hoc basis.
- Share photos /videos on the website, social media, etc.

Activity Organisers (FILLED/VACANT – MANY POSITIONS)

- Report regularly to the Events and Activities Officer
- Organise one or more particular events on the programme.

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- Determine all technical, equipment, and other requirements for the activity, and inform the Events and Activities Officer what requirements should be supplied by the committee, and what requirements will be supplied by the activity organiser.
- Liaise with the Events and Activities Officer to determine the best scheduled time for their events.

Tech Crew (VACANT – MANY POSITIONS)

- Report to the Technical Director
- Work with the Technical Director and Productions Manager to provide lighting, sound and video for the convention. This includes setup, running and pack up.
- Some experience required for this role! It is highly likely that no one on the committee knows how to operate a lighting board or sound desk properly, so if you have the experience, maybe you should volunteer for Technical Director?

Security Support (VACANT – MANY POSITIONS)

- Report to the Security Officer
- Ensure that attendees at the convention are wearing their lanyards/badges, and if they have not registered yet, escort them politely to Registration or Ops
- Assist any convention attendees with their questions, or direct them to Ops
- Help maintain order with queues for sessions, signing lines etc.
- Assist the Security Officer with any incidents that may arise.

Artists (FILLED – MORE WELCOME)

- Report to the Publicity Officer
- Draw/Paint/Create artwork for the use of the convention committee, for various purposes including but not limited to:
 - Convention Logos
 - Convention Programme Book
 - Website
 - Poster / Flyer / Bookmark
 - Advertising material
 - Venue & Gala Dinner decorations
 - Merchandise design

First Aid Officers (VACANT)

- Report to the Operations Officer
- Act as first aid to any convention attendee that requires medical assistance.
- Work with the Operations Officer and Security Officer to record details of any medical incident in an incident report
- Current First Aid qualifications required.

Convention Bag Coordinators (FILLED – ASSISTANT POSITION AVAILABLE)

- Report to the Membership Officer
- Work with the Membership Officer and Subcommittee to determine items that will be given to convention attendees in their convention bags.
- Source/create items for the convention bags, including Programme Book, Charity Auction Booklet, Auction bidding paddle, Gala Dinner ticket, Badge & lanyard, and more.
- Coordinate “bag stuffing” in the days prior to the convention.

Volunteers and Gophers (MANY POSITIONS AVAILABLE)

- Report to the Volunteer Coordinator

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- Volunteer to run for specific events
- Assist with the running of specific events as assigned by the Volunteer Coordinator
- Assist with the running of the convention in any way requested by committee members.
- “Go for” anything the committee requests, be it food, drink, equipment or other such requests.
- Assist any convention attendees with their requests, by directing them to Ops or a committee member as appropriate.