

Australian Discworld Convention 2024

Committee Roles

Required ASAP – Please volunteer if you think these will match your skill set!

Fill in the form at <https://ausdwcon.org/volunteer/> or email us at contact@ausdwcon.org

Guest Liaison

As always, a high calibre convention needs high calibre guests! Working with the chair and vice chair, you will help us source physical and virtual guests, organising travel and accommodation and being the number one point of call.

Your role includes the following responsibilities:

- Brainstorm and source some high-quality attending guests/virtual guests
- Work with Publicity as guests are confirmed to promote the convention.
- Ensure that all travel and accommodation arrangements are organised.
- Work with the Programmes Team to schedule the events that each guest is involved in. Confirm what is required in terms of audio-visual and other props for each guest.
- Source Guest Wranglers and keep them fully informed of the Guests appearances etc.
- Brief the guests on what they are doing
- Prepare thank you notes / certificates of appreciation / gifts to be given to each guest.

Safe spaces coordinator

Ahead of the convention, you'll work with the chair and vice chair to ensure we're promoting a safe and inclusive environment – we want everyone to feel welcome and happy, and you'll help us achieve that (with a particular eye for cultural, disability, and LGBT+ issues). You'll also be our lead on Health and Safety and Security, ensuring that the convention environment remains safe, working with our Venue subcommittee, and ensuring event security on the day.

Your role includes the following responsibilities:

- Prior to the event, work with the committee to ensure our plans are inclusive and appropriate.
- Act as a central advocate and contact points for those attending the convention that may have special access requirements, and liaising with the venue team to make sure these needs can be met
- 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 you do not have a current first aid qualification, instead you will 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.
- 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.

If any of the above sound like a job you'd like to do, please complete the volunteer form at <https://ausdwcon.org/volunteer/> with as much detail as you can, specifying which role you'd like to be considered for.

If you have any questions about these roles, or about other committee positions that may be available, please contact us on contact@ausdwcon.org

We will be actively looking to fill other committee roles in early 2023.