



## 2023 LWML CONVENTION June 22-25, 2023 Milwaukee, Wisconsin

### Open HC positions with basic descriptions as of February 10, 2023

- Primary (5 – 8 Years) Director
- Intermediate (9 – 12 Years) Director
- NOTE: The Job Description is the same for all Child Care Directors:
  - Create lesson plans including possible timetables and include age-appropriate activities for each day.
  - Work with Child Care/Youth Committee Chairman to select possible field trip/servant events for approval by Convention Manager.
  - Supervise assigned age group for two (2) days of convention.
- Food Services Committee Chairman
  - Oversee and support three (3) directors: Hostess Scheduling, Server Liaison & Special Meals, and (Mealtime) Traffic Supervisor.
  - Along with (Mealtime) Traffic Supervisor Director, prepare reports, assign volunteer workers for convention, and distribute paperwork.
  - In consultation with Food Services Manager (FSM), review and obtain approval for letter to be sent to attendees with special dietary needs.
  - Write Table Prayers that are to be reviewed by the HC Pastoral Counselors. Once approved, print, and bring to convention for the plated meals.
- Server Liaison & Special Meals Director
  - Prior to convention be in communication with LWML's Food Service Manager in contacting registered guests regarding their special meal request and ensure that meals have been properly recorded.
  - Once meal requests are confirmed, create meal cards. Determine how these cards will be received by the recipients. (Cards will either be mailed before convention or received in the registration packet.) Depending on the variety of diets, colored cards can be used for different diets.
  - Attend Food Services Orientation.
  - Make sure all servers are aware of dietary cards and are told to watch for them so the guests may receive the appropriate meals.
  - Communicate with the Worker Scheduling Director on a regular basis to make sure you have an adequate number of workers for your responsibility.

- (Mealtime) Traffic Supervisor Director
  - With assistance from Food Services Committee Chairman, request needed workers from Worker Scheduling Director.
  - Schedule hostesses for the various tasks needed for each meal.
  - In consultation with the Food Services Manager (FSM), gather information to instruct hostesses prior to each meal on how to perform their various tasks, including having a continuous flow of traffic into the dining areas.
  
- District Charter Motorcoaches Hostess Director
  - Receive information from the Convention Manager (CM) regarding which districts are traveling via motorcoach, the number of motorcoaches, and arrival times.
  - Communicate with the Worker Scheduling Director on a regular basis to make sure you have an adequate number of workers for your responsibility.
  - Greet motorcoaches at convention center giving any instructions needed, i.e., direct motorcoach passengers to entrances, elevators, Gifts from the Heart locations, etc.
  
- Hotel Greeters Director
  - After conferring with the Housing Manager (HM), contact hotels to ask permission to put a welcoming table in the lobby/foyer the day before and the day of convention.
  - Welcome guests at hotels and give directions for finding transportation to the convention center, restaurants, stores, etc.
  - Assist guests with any questions about convention or the hotel (found in Information Book).
  - Set up and take down table, easel with signage, candy, manual, etc.
  
- Airport Shuttles Director
  - Coordinate with Convention Manager (CM) and Transportation and Tours Manager (TTM) regarding the shuttle bus schedules to and from airport and designated hotels.
  - Assemble and direct people to their shuttle bus as needed.
  - Give schedule to Information Kiosk Director for inclusion in Information Book.
  
- Information Kiosk Director
  - Begin gathering information early to be put into the Information Book. This would include lists of hospitals, pharmacies, restaurants, transportation, handicap parking, prices for parking near and around the convention center, etc. (Refer to last convention's Information Book for additional items.) The book needs to be completed by May 25.
  - Include list of hotels in LWML block used for convention, including phone number.  
(Information Kiosk duties continued on next page.)

- Contact various HC Chairmen for information to be put into the Information Book.
- Present final copy of Information Book to HCC, ACM, and CM for final approval before printing. Much of this material will also be on the LWML Convention App.
- Inventory & Acquisitions Control Director
  - Attain some knowledge of local businesses in convention city for property requests and convention needs.
  - Become familiar with Properties | Audio Visual | Electrical (PAVE) form and be aware of what items can be rented, borrowed, or purchased as the last resort as requested from the Host Committee (HC) and LWML committees for displays, etc.
  - Retrieve needed supplies during the convention.
  - Return borrowed and rented supplies after convention.