

Welcome to the Command Post!

The Command Post is on the front line of the CGA and WAFC conventions. The Command Post serves the conference delegates by providing directions to specific areas, distributing badge ribbons (Hilites, Committees, etc.) and general conference information.

Our main purpose is to recruit and sign up new Illuminator members, encourage committee involvement and demonstrate the benefits of being an active member of the Illuminators.

Chairing the Command Post is a great opportunity to network with fellow Illuminators!

Committee Structure...

- 1 Liaison
- 1 Chairperson
- 1 Vice – Chairperson
- 6-8 Committee Members

Pre-Convention Responsibilities (Liaison)...

- Contact assigned Chairperson to confirm they will be attending convention and will be available to organize committee. Also give Chairperson the name of the Vice-Chairperson and the list of committee members and their contacts.
- **Provide** Ensure that Chairperson **with** has contact list of Liaisons and Illuminators that have volunteered previously at the Command Post.
- Provide the Chairperson with this “List of Responsibilities” and be available to answer any questions and to be the go-between to the Illuminators Officers with any questions/concerns
- Help Chairman & Vice Chair fill any remaining time slots open on the convention schedule.

Chairperson/Vice-Chairperson

- Contact the committee members and Vice-Chairperson to confirm convention attendance and availability to work the Command Post.
- Work with Liaison to get convention schedule of events. It is not necessary to man the Command Post during special events.
- Roughly 3 months prior to convention, Chairperson should distribute Command Post Schedule to “All” Liaisons to confirm and fill volunteer time slots before contacting Illuminator members. There should be 2 volunteers at the Command Post for every time slot.
- Contact Illuminator members to fill any vacant time slots on the volunteer schedule. Email completed convention schedule to Liaison. If any slots are still unassigned ask Liaison to solicit help from the Illuminator Officers to fill remaining time slots.
- Work with Liaison to get a list of the convention activities and make a point to attend the Chair/Vice-Chair meetings.
- Your Liaison is your greatest source of support for the Chairing the committee. Feel free to contact them with any questions or concerns.

Convention Responsibilities...

- Make sure you attend the convention on-site Chair/Vice-Chair meetings.
- Set up & organize the Command Post booth. (Usually 1 hour)
- Confirm all needed supplies are at the booth. (Brochures, Badges, Camera, iPad, Tape)
- Distribute and apply badge ribbons to the delegate badges.
- Encourage any non-Illuminator supplier/Broker convention delegate to join the Illuminators.
- Process credit card payments on iPad for new members and existing member renewals.

Post Convention Responsibilities...

- Pack and organize all materials at the Command Post for return shipping.
- Liaison and Chairperson should collectively compile a convention recap outlining the successes, challenges and recommendations the Command Post can make to better serve the members, delegates and convention overall.
- Provide recommendation for future Chair/Vice-Chairperson’s for submission to Spotlight.
- Send thank you note to all Hilite’s and Illuminator volunteers.