

Association of Kootenay and Boundary Local Governments
Convention Coordinator
Contract for Services – Request for Proposal

The Association of Kootenay and Boundary Local Governments (AKBLG) is the local government non-profit association that represents the municipalities and electoral areas of the south-eastern portion of the province of British Columbia. The area includes the Regional Districts of Kootenay Boundary (RDKB), Central Kootenay (RDCK), East Kootenay (RDEK) as well as the Town of Golden and the Village of Valemount.

In April each year, the Association hosts an annual Convention along with the AGM. The host location changes each year within the Kootenays and Boundary area. We are seeking a Contracted Convention Coordinator to work with the Executive Committee and Executive Director of the AKBLG. This person will primarily work remotely and live within the region of the AKBLG boundaries.

Convention planning begins a year in advance. Coordination assistance is required to begin sporadically each fall and ramp up in the months of January to late April. There are hills and valleys to the amount of time and days required in the schedule for planning.

Reporting to the Executive Director, the **Convention Coordinator** will support the Convention Committee members and be responsible for:

- Attending committee meetings by teleconference, or in-person, including scheduling of meetings, preparing agenda items and taking minutes
- Building professional relationships with the Host Community, AKBLG members and stakeholders
- Following-up with convention venue staff and caterers for meal planning
- Banquet planning and entertainment sourcing
- Liaising with presenters, delegates, tour personnel, AV personnel, MC and volunteers
- Drafting of appropriate MC notes for keeping the program on-time
- Contact for logistics of presenters including bios, accommodation, travel, et all
- Coordination of trade show bookings and their set-up
- Ensure the development of the print-ready program and agenda for both print and online posting
- Organize onsite convention transportation
- Monitoring of registration numbers
- Preparation of delegates' registration pouch with individual registration particulars
- Source and purchase any required gifts
- Provide vendor and all purchase receipts to the Executive Director for timely payment
- Preparation of on-site logistics as necessary ahead of Convention
- Attendance at the April Convention and also two Executive meetings when/if required
- Preparation of a final event summary/evaluation
- Undertaking and assisting with other duties as assigned by the Executive Director and Organizing Committee with the intended outcome being a successful Convention

Note: Templates for most coordination will be provided.

Skills and Qualities of the ideal candidate may include:

- Detail oriented; highly organized; with an ability to manage change
- Able to multi-task, juggling many issues at once
- Calm under the intensity of tight timelines
- An independent thinker for solutions to unexpected situations
- A team player, respectful and fun; able to build positive relationships
- Attendance and presentation in a professional manner
- Understanding, or an interest to learn about, Local Governments and the purpose of the AKBLG
- Engaged in positively showcasing hosting communities to Convention delegates

The ideal candidate's experience may include:

- Successful demonstration of completing the work and deliverables on time
- Demonstrated experience in planning special events and/or conventions
- Efficiency in Word, Excel and layout design for the Convention program, agenda, posting of website information and creating print-ready materials

Fees for services are inclusive of normal business operating costs including telephone, office operation, and basic supplies. Expenses and travel will be pre-approved for re-imburement at AKBLG rates. Applications received after the closing time will not be accepted.

Closing Date: July 15, 2019 at 4:00 pm
Send proposal by email: ed@akblg.ca
www.akblg.ca

Contract Duration: Mid-September 2019 to May 2020
Convention in Radium Hot Springs April 24 – 26, 2020
This contract *may* be renewed annually.

Compensation: Compensation is for *up to* a maximum of \$15,000 contract for services. Submit a proposal for described services and payment based on the following approximate scale:

Sept-5%, Oct-9%, Nov-9%, Dec-5%, Jan-15%,
Feb-15%, Mar-17%, April-20%, May-5%

On-site support: Onsite assistance during the days of Convention is budgeted with an additional amount of up to \$1,200 all inclusive for paid support. This support will be sourced by the Convention Coordinator in collaboration with any recommendations from the Host Community or Convention Committee.

This contract has flexible hours apart from scheduled meetings and Convention times. Most meetings leading up to the convention will be held by teleconference. Some weeks are busier than others and available time must be allocated accordingly and will require some weekend work. Managing the workload will be the responsibility of the contractor. Work completion by deadline, within agreed-to timelines, are requirements.

A valid driver's licence and vehicle will be required for travel to the Convention Host location.