

VIRGINIA MOOSE ASSOCIATION CONVENTION MANAGER

Ron Watkin our current Convection Manager will be stepping down in August 2020. Ron has done an outstanding job and has always had the best interest of VMA when working with the hotels.

The Virginia Moose Association is currently looking for that member who feels they have what it takes to fill this position. Below is a very brief description of the position:

1. Meet with Hotels to work out contracts for both the VMA and WOTM for the Midyear and State Convention
2. Setup Staff room blocks also Comp rooms and Hospitality rooms for the VMA also the General Block and Comp rooms for the WOTM
3. Supply all Diagrams for Registration and Meeting and Banquet Room setups for both the VMA and the WOTM
4. Meet with hotel Banquet Coordinator to work out all Meals Audio and Liquor prices this also includes selecting the meals for the Breakfast, Lunch, and Dinners for all Banquets
5. Two Weeks Pryor to both Convention's give the Hotel Banquet Coordinator a setup number and guarantee for people attending each Banquet
6. Contact Hotel two months before Convention to get the Link and a phone number for Members to make their Reservations forward this information to Paula at VMA to ensure posting on the VMA Website.
7. Meet with local Tourist Bureau regarding perks to help offset the cost for conventions.
8. The Convention Manager is in charge of taking care of the whole Convention and reports directly to the Association Secretary.

To be considered, submit in writing to the VMA Secretary, listing your qualifications as it relates to the position. Deadline for submitting consideration will be August 1, 2019. Selected Candidate or candidates will be interviewed by the Executive Board of the Association at the State Convention on Thursday, August 22, 2019, for final approval.

The selected candidate once approved will begin work with the current Convention Manager.