

CHAIRMAN

ConRunners Meeting

6/1/01

GENERAL DUTIES

- Rides herd on the masses, keeping them on track (much like herding cats)
- Puts out fires, but figuratively and literally
- Chooses the committee, and fires them when necessary
- Selects a guest
- Allows the committee to do their own jobs; does not micromanage, but doesn't let them get out of hand either
- Chooses the general theme of the convention
- Fills in whenever someone is needed
- Has veto power over staff choices
- Settles disputes between committee
- Decides on a charity(-ies)
- Sets meeting times, coordinates their notification, and runs the meetings
- Selects the hotel
- Decides on the comps in and out with the Banker
- Tries to follow the rules and regulations of the sponsoring organization and makes the ConCom aware of them
- Has the ultimate fiscal responsibility of the convention
- Takes the heat in the end, or basks in the glory
- Deals with ConCom and GoH meltdowns
- Finds ways to cut costs
- Doesn't spring surprises on the Banker or the rest of the ConCom
- Shouldn't be overly sensitive
- Not touchy/feely

CHARACTERISTICS OF A GOOD CHAIRMAN

- Has a superficial knowledge of each area, perhaps having worked in them if possible
- Organizational skills
- **Communicative Skills**
- **Ability to Delegate**
- Knows his committee, and knows when not to interfere
- **Good Listening Skills**
- Admits when wrong
- Ability to follow through
- And idea person
- Ability to punt, especially last-minute items
- Prioritizes ideas
- Identifies people's strengths and uses them
- **DECISIVE**
- Patient within reason
- Reachable; able to be contacted when needed
- Sets priorities on everything: Banker, ConCom, etc.

CHARACTERISTICS OF A BAD CHAIRMAN

- Alienates ConCom
- Micromanages when it is not needed
- Ignores ConCom
- Doesn't speak his mind
- Hasn't recognized that you can't please everyone all the time
- Inflicts personal problems on the ConCom and the convention
- Takes ConCom off site during convention
- Takes on too many jobs him/her-self