

1 Exhibition organising committee

1.1 Introduction

The organising committee should be an incorporated society or be a properly constituted committee of an incorporated society. Incorporation generally protects members of the committee from being individually held liable for any losses sustained by the exhibition or for any damages or legal costs resulting from a court case involving the exhibition or organising committee.

Most funding agencies require documentation demonstrating the organising committee is a properly constituted body including certificates of incorporation or, where they are a committee of an incorporated body, copies of minutes of the parent body formally setting the committee up.

The committee should have a set of rules providing for, among other things, membership, quorums, minutes of meetings, voting rules, conflicts of interest, maintenance of records, financial arrangements and the appointment of a reviewer. If an incorporated society the requirements will be set out in their rules or otherwise will generally derive from the rules of their parent body. There may be other legal requirements for incorporated bodies.

1.2 Make-up of the organising committee

Exhibition organising committees vary in size and structure but normally include:

- a) Chairman
- b) Secretary
- c) Treasurer
- d) Exhibits officer
- e) Bin room manager
- f) Fund-raising co-ordinator
- g) Publicity officer
- h) Hall manager
- i) Accommodation officer
- j) Publication officer
- k) Activities co-ordinator
- l) Jury chairman
- m) NZ Post representative
- n) NZSDA representative
- o) NZPF co-ordinator.

Other positions that may be considered include and are not limited to:

- p) Frames manager
- q) Transport co-ordinator
- r) Security co-ordinator
- s) Volunteer co-ordinator
- t) Manager for a special activity proposed to be included with an exhibition.

More than one function described above may be subsumed in the responsibilities of one committee member while parts of a role may be assigned to several members. The size of the committee, particularly in the early stages, may be quite small and members are added as the exhibition gets closer or sub-committees are created with additional personnel, for groups of related tasks.

It is important every task has a clear description, a timeline and been assigned to a member of the committee responsible for ensuring completion.

The organising committee is responsible for the proper running of the exhibition and making, or at least confirming, major decisions and approving all expenditure. Decisions may be made between committee meetings (e.g. by email) and those decisions should be recorded and affirmed at the next meeting of the committee.

1.3 Typical job outlines

Most of the job titles used above are self-explanatory but a brief description of the typical roles follows. The organising committee will choose the person best able to carry out the role, but some aspect might be better assigned to another person due to specific skills, time availability, etc. Because of the committee's make-up other titles may be chosen but the roles described here should be covered. The details provided below do not cover every aspect of any role.

a) Chairman

The chairman is normally the 'face' of the committee to the public. The chairman runs all meetings of the full committee; is empowered to negotiate and sign contracts on behalf of the show; and will often be one of three signatories on two signature electronic bank transfers. The chairman writes the reports or is responsible for ensuring reports are made and in due time to NZPF, the parent society (where they chair a sub-committee of the society), funding agencies and any other parties.

The chairman should check regularly to be sure the committee is on schedule and identify individuals or tasks where problems are occurring taking suitable steps to remedy these.

At various exhibition activities (e.g. Opening Ceremony, Chairman's function and Palmarès) the Chairman would meet and greet guests and is expected to make appropriate speeches.

b) Secretary

The secretary's main task is to record the discussions, decisions and activities of the organising committee. The secretary will therefore:

- Attend all meetings of the committee.
- Notify members of scheduled meetings, dates, locations and times.
- Take minutes of the meetings and ensure copies are circulated to all committee members, including NZSDA and NZ Post representatives and the NZPF co-ordinator.
- Keep records of correspondence (and other members of the committee should copy any correspondence – including emails – to the secretary).

The secretary works closely with the chairman and will often be involved with the other committee members in aspects of the work they are responsible for.

c) Treasurer

The treasurer (see chapter 3 for more information) is responsible for:

- Establishing, maintaining and monitoring an overall show budget.
- Opening and operating the bank account for the show.
- Maintaining detailed financial records for tax and review purposes.
- Providing financial reports at appropriate times. These could include annual financial statements (required by its own rules or those of the parent body), progress reports or at the end of the show when reports are required for Federation or to a funding agency.

d) Exhibits officer

The exhibits officer is responsible for:

- Preparing the prospectus and obtaining the Federation co-ordinator's sign-off.
- Soliciting exhibits and accepting entries (including title pages and any synopses).
- Correct entry of information from entry forms into the exhibition database having sought confirmation from the exhibitor or NZPF secretary as appropriate. [This information becomes part of the permanent record of the NZPF exhibitor database].
- Liaising with any commissioners and arranging Customs formalities for their entry of exhibits into and out of New Zealand.
- Developing the frame layout for exhibits and displays with the hall manager.
- Working with the bin room manager to ensure entries are securely stored on arrival, passed to the bin room on time and returned after the show with any medals, certificates, prizes, etc.

Entry of the exhibit and exhibitor information should preferably be entered into a database then used to populate all publications and documents which require this information. This avoids transcription or other errors occurring.

e) Bin room manager

The bin room manager is responsible for (see section 13):

- Receiving and recording all entries and displays to be mounted in frames into the bin room.
- Organising the careful and secure release of exhibits and displays for mounting.
- Ensuring certificates, medals and other material is inserted in exhibit envelopes for exhibitors.
- Organising the careful and secure collection of exhibits and displays from the frames.
- Distributing, with suitable recording, exhibits and displays to exhibitors, commissioners or person nominated by the exhibitor.
- Passing to the exhibits officer, with a suitable record, any uncollected exhibits and displays for couriering or other distribution to owners.

The bin room manager is best someone with some experience in this operation even at a local level. On set-up day there could be delays in completing frame installation, late arrival of exhibits and the jury is keen to get started on judging material while on the last day exhibitors are keen to collect their exhibits. It is important the bin room manager is confident and calm and can manage these types of pressures.

f) Fund-raising co-ordinator (see section 4)

The fund-raising co-ordinator could be responsible for all activities raising income for the show except, perhaps, the NZ Post and NZSDA contracts and entry fees from exhibitors. This would include being responsible for:

- Applications to funding agencies.
- Souvenir and other product sales (including tickets to show activities such as the Palmarès).
- Advertising material contained in show publications.

g) Publicity officer

The publicity officer is responsible for:

- Establishing a publicity programme for the exhibition.
- Ensuring the widest coverage in all forms of media is achieved within budget constraints.
- Liaising with the NZ Post and NZSDA representatives to ensure any publicity is consistent and without unnecessary duplication.
- Working closely with the publications officer and fund-raising co-ordinator (particularly in relation to product) to optimise publicity opportunities.

h) Hall manager

The Hall manager is responsible for:

- Reviewing options for venues with other committee members and, once a site is determined and a contract with the venue signed, maintaining liaison with venue management.
- Identifying space requirements for the activities associated with the exhibition and designing, after contact with, and agreement by, the relevant parties (e.g. NZSDA for dealer stands, NZ Post for their stand, exhibits officer for frames, activities co-ordinator for meeting areas, etc.), a layout for the venue.
- Negotiating, obtaining and managing contracts for supply, and overseeing the installation of all furniture and equipment (including frames) required to implement the agreed venue layout.
- Establishing and implementing suitable security procedures throughout the exhibition.
- Ensuring appropriate occupational safety and health requirements are identified and implemented.
- With venue management, developing an agreed timeline from set-up to close-down.

i) Accommodation officer

The accommodation officer (see section 8) is responsible for:

- Identifying options for accommodation (e.g. motels, hotels, billeting) including convenience, cost and any operational requirements for the organising committee's decision.
- Ensuring accommodation is booked and a contract signed with the provider.
- Liaising with the accommodation management and the individuals who will be using the facility to ensure contract requirements are met.

j) Publication officer

The publication officer is responsible for:

- Compiling, with others' input, all publications for the show including Bulletins, catalogue, awards list, website, etc.
- Arranging for the printing and timely distribution of these publications.

k) Activities co-ordinator

A range of activities may take place during the exhibition from an official opening, a chairman's evening, society and other meetings as well as, most importantly, the Palmarès. The activities co-ordinator would be responsible for organising these activities.

l) Jury chairman

The jury chairman selects and appoints the jury and jury secretary. Because they are likely to have been involved in many exhibitions in the past the jury chairman may be able to provide guidance to the organising committee on many aspects of the exhibition particularly where this impacts on the exhibits and judging. While not normally attending all, or in some cases any, committee meetings the jury chairman should receive meeting minutes and agenda.

m) NZSDA representative

All input into the exhibition from NZSDA should be managed through their representative. The representative provides support described at section 2.8. The NZSDA representative should receive all notices of meetings, agenda and minutes and, where able or necessary, might attend occasional meetings of the committee. Relationships with the NZSDA representative is normally managed through the organising committee's Chairman, secretary or hall manager.

n) NZ Post representative

All input into the exhibition from NZ Post should be managed through their representative. The representative provides support described at section 2.9. The NZ Post representative should receive all notices of meetings, agenda and minutes and, where able or necessary, might attend occasional meetings of the committee. Relationships with the NZ Post representative is normally managed through the organising committee's Chairman, secretary or Hall Manager.

o) NZPF co-ordinator

The NZPF co-ordinator has roles specified in the *NZPF Approved Regulations for National Exhibitions*. These include a general oversight of the organising committee reported to Federation at their normal executive committee meetings, approving certain documents – in particular, the exhibition Prospectus – but also to provide advice and guidance to the committee where required. The NZPF co-ordinator should receive all notices of meetings, agenda and minutes and, where able or necessary, will attend meetings of the committee.

p) Frames manager

The frames manager will be responsible for ensuring the required number of frames are transported to and from the venue and their installation and dismantling at the venue. This includes recommending to the organising committee alternate methods of delivery and installation/dismantling and managing any on-site repair or replacement of defective frames.

q) Transport co-ordinator

While transport of frames is a major task managed by the frames manager co-ordination of transport for commissioner/judges, prizes/awards [from the venue to Palmarès], and any other transport related activities (e.g. delivery of Awards List to and from printers and any other printing), use of any shuttle vehicles the committee has decided to hire might be best tasked to a transport co-ordinator.

r) Security co-ordinator

While this function would be largely the responsibility of the hall manager, it may be appropriate that an individual is charged with this activity. Major issues for security generally arise during set-up or close-down and the hall manager is usually actively participating in overseeing many other activities during this time. Having an individual managing security during this period could be desirable.

s) Volunteer co-ordinator

Throughout the exhibition there will be many individuals, mostly volunteers from local societies, who will be required to man counters giving information to the public and others, mount and dismount exhibits, provide assistance at any activity organised for the exhibition, drive vehicles for delivery of participants, etc. The volunteer co-ordinator will be responsible for maintaining a roster of volunteers and any other personnel to ensure services are provided.

t) Manager for a special activity

The exhibition may have special activities planned (e.g. visits by school parties, bus tours for partners, etc.) A 'manager' for each such special activity would be responsible for all the related support activity required.