



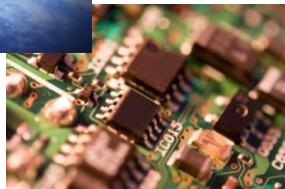
Deep River Science Academy®

National Excellence for Science Students



2011

Committee Positions



Mike Reardon

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Executive Committee

Chair – Mike

1. Keeping within the guidelines laid out by the DRSA Board of Directors the Chair is responsible for the overall operation of the fair and all activities that are undertaken by the Renfrew County Regional Science & Technology Fair organizing committee. The following are the duties that the Chair will be directly responsible for:
 - a. Chair all meetings;
 - b. Setting the fair date;
 - c. Arranging the hall rental;
 - d. Final approval of fair day entertainment;
 - e. Final approval of all fair day items; and
 - f. Final approval of budget and all expenditures.

Chief Judge – Paul

2. The duties of the Chief Judge are as follows:
 - a. Maintain a current list of prospective judges;
 - b. Constantly look for opportunities to recruit new judges;
 - c. Prepare and send out an invitation/registration/briefing package to all prospective judges.(usually early in the New Year);
 - d. Prepare and send out a thank you/refresher letter to all registered judges. (just a couple of weeks before the Science Fair);
 - e. Finalize the list of judges and review the list of projects;
 - f. Using Science Fair in a Box prepare the judging assignments and timetable for judging;
 - g. Ensure that all scoring sheets, feedback sheets, summary sheets and special awards sheets, nametags and other forms are available;
 - h. Prepare numbered individual folders for judges to pick up at the Fair.(typically, there are about 50 judges required at the Fair);
 - i. Arrive early on the day of the Fair (~ 8.00 am), help set up the judges area, greet judges and distribute judges folders, get judges to sign in, brief new judges, facilitate first-round judging, review results and help determine 1st, 2nd and 3rd place winners in all age categories and science disciplines;
 - j. Select and assign second-round judges and organize afternoon judging of special awards, including the Canada-wide Science Fair winners;
 - k. Participate in the Awards ceremony; and
 - l. Send out a thank you follow-up letter to all judges.

Treasurer – Jamie

3. Under the direction of the Executive Committee The duties of the Treasurer are as follows

- a. Regulate the financing activities of the RCRSTF. With a fiscal year of June 1st through May 31st;
- b. Address any questions concerning RCRSTF finances and recommends any course of action to the Executive Committee;
- c. Provide a yearly financial statement at the June meeting for review and verification by the Executive Committee;
- d. A proposed budget will be prepared and presented to the Executive Committee, via email, for review and approval by the end of October of the current fair year;
- e. No Purchases or expenditures will be incurred from budgetary funds without the authority of the Executive Committee. Cheques will not be issued from the RCRSTF accounts without being approved and recorded in the minutes during a committee meeting. Once the budget is approved cheques can be issued under the direction of the Chair for budgeted items; and
- f. Only the signature of the treasurer is required on a cheque or for a cash withdrawal.

Secretary – Shelia

4. Under the direction of the Executive Committee The Secretary is responsible for the following;
 - a. Taking minutes at all meetings;
 - b. Distributing the minutes once approved by the Chair;
 - c. Keep committee members contact sheet current; and
 - d. Check e-mail account info@rcrsf.ca and distribute to the appropriate committee members.

Associated Committee

Judging Coordinator – This Position is not currently filled

5. Under the direction of the Chief Judge, the Judging Coordinator is responsible for the following;
 - a. Will be assisted by the Judging support personnel as required.
 - b. To solicit possible qualified judges to work on science fair day;
 - c. To organize judging schedules;
 - d. To greet judges and make them aware of their task;
 - e. To thank judges after science fair day; and
 - f. Will be assisted by the Judging support personnel as required.

Registration Coordinator – Shelia

6. Under the direction of the Executive Committee the Registration Coordinator is responsible for the following:

- a. Monitoring the registration of participants;
- b. Assisting participants and school reps with any issues that may arise during the time when registration is open;
- c. Finalize all registrations in SFIAB;
- d. Print Registration check in sheets from SFIAB;
- e. On fair day setup up registration desk at entrance to hall and check in all participants and provide them with all information needed; and
- f. Will be assisted by the Registration support personnel as required.

Fundraising Coordinator– Danielle

7. Under the direction of the Executive Committee the Fundraising Coordinator along with the Marketing/Publicity Coordinator shall organize a committee of non-executive members to help plan and organize fundraising activities for the RCRSTF.
 - a. Solicitations of funds will only be done with the express permission of the Fundraising Committee with approval by the Executive Committee. And will be carried out using the official sponsorship package;
 - b. A sponsorship package outlining the fair's official levels of sponsorship will be the only official correspondence with potential sponsors. These packages will be made available to all RCRSF Committee members for distribution through the Fundraising Committee;
 - c. Sponsorship of awards and operating expenses must be approved by the Fundraising Committee; and
 - d. All equipment purchased by or on behalf of a sponsor shall become sole property of the RCRSF.

Awards Coordinator – Sue

8. Under the direction of the Executive Committee the Awards Coordinator will have the responsibility of all trophies and awards.
 - a. The Executive Committee must approve all new trophies and awards prior to purchase;
 - b. The Awards Coordinator will maintain an inventory of all trophies and know the whereabouts of all trophies;
 - c. Ensure proper care and safekeeping throughout the year of all trophies, and retrieve all non keeper trophies from last year's winners;
 - d. Ensure the awards and trophies are setup for the awards ceremony and are in the order they will be presented; and
 - e. Will be assisted by the Awards support personnel as required.

Fair Day Coordinator – Jacquie

9. Under the direction of the Executive Committee the Fair Day Coordinator will be responsible for the following:
 - a. Ensure certificates, table labels, programs, judging sheet labels and name tags are printed;
 - b. Ensure all banners and signage are in place;

- c. Arrange for entertainment;
- d. Hold a VIP briefing with all VIPs, this briefing should include but not be limited to the following:
 - i. Where lunch is being served;
 - ii. What award they are presenting, whether it is a special award or divisional award;
 - iii. Inform them on the procedures for the ceremony; and
 - iv. Where they need to be and when.
- e. Print awards ceremony script that is generated by SFIAB and ensure it is accurate, i.e. winners names and projects and presenters name and company;
- f. Ensure the stage is setup and that there is enough seating for the presenters; and
- g. Award ceremony script will be assisted by the Awards support personnel as required.

Setup and Volunteer Coordinator – Graham

- 10. Under the direction of the Executive Committee the Setup Coordinator is responsible for the hall setup, this is to include but not limited to the following:
 - a. Prior to fair day determine the hall layout including number of tables required, as this is dependent on the number of participants in each age group and division and the location of stage;
 - b. Liaise with hall staff and provide a drawing of the layout and all requirements such as power, etc...;
 - c. On fair day ensure tables are setup as per the layout and mark each for project location and with project numbers;
 - d. Ensure all special requirements are taken care of;
 - e. Arrange for any volunteers are required to assist with the setup.
 - f. Insuring all safety regulations outlined in the Project Rules document are followed; and
 - g. Ensure the Project Rules document is keep current.

Data Input/Certificates Coordinator – Karey

- 11. Under the direction of the Executive Committee the Computer Coordinator is responsible for the following:
 - a. Entering all project scores into the score tracking system and running the normalizing algorithm to determine winners; and
 - b. Informing the executive committee of divisional winners by printing off the awards list.

Certificates/Poster Coordinator – Karey

- 12. Under the direction of the Executive Committee Certificates/Poster Coordinator will be responsible for the following:
 - a. Work with the Marketing/Publicity coordinator on poster/certificate design;

- b. Bring final design to the executive committee for final approval; and
- c. The distribution of posters.

Food Coordinator – Shelia

13. Under the direction of the Executive Committee the Food Coordinator will be responsible for the following:
- a. Arrange for coffee and cold drinks at all committee meetings;
 - b. Arrange for coffee/juice and snacks for the judges and fair volunteers for the morning of the fair; and
 - c. Arrange for lunch for all judges, VIPs and fair volunteers on fair day.
 - d. Arrange for donations for students lunch (Pizza Pizza)

Publicity/Marketing Coordinator - Jennifer

14. Under the direction of the Executive Committee the Publicity Coordinator will be responsible for the following:
- a. The production of all Publicity and Marketing material;
 - b. Bring final design to the executive committee for final approval;
 - c. The distribution of posters;
 - d. Submission of any grant applications; and
 - e. Sending out official correspondence to all VIPs that will be invited to attend the awards ceremony.

School Liaison Coordinator – Danielle

15. Under the direction of the Executive Committee the School Liaison Coordinator will be responsible for the following:
- a. Create maintain contact lists of in school reps;
 - b. Develop and maintain information packages that will help promote and organize school fairs, that can be provided to schools/teachers; and
 - c. Distribute information packages and mail outs to schools prior to the fair.

Website and Software Support – Justin

16. Under the direction of the Executive Committee the Website and Software Support person will be responsible for the following:
- a. Maintain website software;
 - b. Update website as requested by committee;
 - c. Fix problems in SFIAB as needed by the local fair; and
 - d. Maintain judging scoring feature in SFIAB.