

Logistics Chair Job Description

October

- Review evaluations.
- Prepare a report on activities as Logistics Chair for presentation at the Summary Meeting.
- Attend the Summary Meeting.
- Bring a USB containing copies of templates and forms to Summary Meeting.
- Present any changes or recommendations to the Board for approval.

January/February

- Receive from Curriculum Chair the number of classrooms to be used.
- Obtain floor plans of classrooms. Discuss with Curriculum Chair the classroom plans if necessary.

May

- Contact Orientation Chair regarding requests for equipment and confirm location for orientation & opening reception.
- Notify Facilities Coordinator at the college with an estimate for dormitory rooms, classrooms and special areas needed for registration, orientation, class party, and any other special room requirements (board breaking).
- Ask the Facilities Coordinator at host site for a list of dorm room numbers, a list of classroom numbers and a floor plan.

June

- Make room assignments. Refer to registrations received from Registration Chair noting requested roommates, nonsmokers, and private accommodations.
- Reserve private rooms for instructors and Board members, if requested.
- Receive from Curriculum Chair a list of any special educational needs for instructors (audiovisual equipment, table, projectors, etc.). Notify Facilities Coordinator at host site. Confirm use of photocopying equipment and costs. Check on computer printing and costs associated therewith.
- Notify Facilities Coordinator at host site of any class cancellations so we will not be charged for a classroom we will not be using.
- Prepare a list of room assignments both by room number and alphabetical.
- Forward the housing rosters to the host site Facilities Coordinator the week before arrival.

Week before NEMCI&A

Check with host site Facilities Coordinator to make certain all arrangements have been made for classrooms and dorm rooms.

Week of NEMCI&A

Saturday

- Check room for registration and set up an easel for notices. Also for blackboard chalk and flip charts for classrooms. Talk to security regarding locked doors.
- Post copies of classroom assignments for students, instructors and Board members on each floor. Post all other notices before registration.
- Give out room keys. Check sound system and room space before orientation.
- Post directional signs.
- Make sure classrooms are prepared and unlocked.
- Make sure instructors all set with their classroom equipment and supplies.
- Inspect all rooms for cleanliness, toilet paper, bedding and any damage to rooms.

During the week

- Make announcement at meal periods for people to contact us if they are leaving early. Make note of this on the housing roster for billing purposes.
- Be available to assist with room issues and other logistical problems.

Wednesday

- Make sure class party preparations are all set.

Thursday

- Make sure graduation preparations are all set and post-graduation directional signs.
- Verify the dorm rooms used on the housing roster. This is used for billing and forwarded to the host site facilities coordinator and the NEMCI&A Treasurer & Chair.

Friday

- Inspect for damage in the rooms.

Signs to Post

- Directional signs
- Graduation signs
- Key reminders
- Flags and flag holders

Things to Bring to NEMCI

Graduation flags & posts	Signs
Stapler	3-hole punch
Markers	Dry Erase Markers
Scissors	Tape dispenser
Printer paper	Extension cord
Door wedges (20)	Dolly
Duct tape, packing tape, blue painters tape, scotch tape	
Paper and poster board for posting last minute notice	

Adopted by the NEMCI&A Board on: August 5, 2015

Amendments approved by NEMCI&A Board: October 13, 2018