**THE ETHIOPIAN WORLD FEDERATION, INCORPORATED as Established August 25, 1937**

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**Volunteer Position Announcement**

**Position Announcement Number:** 2023-01

**COMMITTEE:** CONVENTION ARRANGEMENTS COMMITTEE

THE ETHIOPIAN WORLD FEDERATION, INCORPORATED

**Volunteer Position Title(s): Chair & Co-Chair (2)**

**Open Date:** October 09, 2023

**Close Date: 5 pm EST on Friday, 20 October** 2023

**Duty Location: Convention 16th July 2024 (Local 5, Martinique)**

**Hosted by: IEC 2023 - 24**

**Duration:** November – July 2024

**Background:**

Pursuant to our Constitution and By-Laws ARTICLE 111, Section 4. The Executive Council of the ETHIOPIAN WORLD FEDERATION, INCORPORATED, shall instruct locals from time to time on matters not herein mentioned. All questions of procedure not specifically mentioned in this Constitution shall be governed by Robert’s Manual of Parliamentary Procedure.

**Pursuant to the Convention of July 2023 – Delegates resolved that Convention 2024 be held/hosted in Martinique.**

**Responsibility of the Convention Arrangements Committee: This Committee will have two Chairs, one will be responsible for the logistics, while the other will be responsible for the Operations of the other Committees.**

**DUTIES**

1. **Work with IEC to secure the Convention Venue.**
2. **Work closely with the IEC Liaison Officer to issue Convention Letters. E.g Visa travelers,**
3. **Work closely with the Credentials Committee to coordinate room reservations for visiting delegates registered for the Convention.**

**2. Work closely with the Programs Committee in coordinating accommodations for guests such as speakers, entertainers, dignitaries, and honored guests.**

**3. Ensure that delegates/alternates are met at the airport or point of arrival.**

**4. Print and Produce a Program in conjunction with the Program Committee for distribution to the delegates in advance of the Convention (to include directions for getting to the Convention by various means of transportation, information about locality, points of interest, restaurants, entertainment, tours arranged by the Program Committee, and parking facilities for those driving.**

**5. Organize seating arrangements for Delegates and alternates, separate from other members attending the Convention.**

**6. Organize seating**

**7. Arrange and Staff Convention Desk**

**8. Arrange the following facilities**

* **PC/Laptop**
* **Printer**
* **Telephone access**
* **Good stable internet access (visit Convention Venue to ensure facilities are adequate.**
* **Printing Paper**

The Convention Arrangements Committee should consist of a Chair, Co-Chair, Secretary and should consist of four (4) or more other members.

**Expectation:** Be in attendance for the duration of the Convention.

**Qualifications.**

1. They should have demonstrated advanced knowledge of our Constitution.
2. Understanding of TEWF, INC. and its aims and objects.
3. Ability To keep order, Without Dominating.
4. Possess Excellent Communication Skills & Written Skills.
5. Possess Good Interrelation Skills.
6. Should have a good understanding and familiarization of the Robert Rules of Order.
7. Demonstrate a willingness to learn.

**How to Apply:**

Any member wishing to express an interest in either the Chair or Co-Chair of the Convention Arrangements Committee, please submit your name and a brief statement of your interest for this position to the IEC’s email address: [internationalexecutivecouncil@ethiopianworldfederationincorporated.org](mailto:internationalexecutivecouncil@ethiopianworldfederationincorporated.org)

Subject Matter:

Position Announcement Number: 2023-01 by the deadline date of 5 pm EST 20th October, 2023.

**Copy: Convention Committees Recruitment File**

**TEWF, INC. - IEC**