



### **AMATYC Seeks an Exhibitor Chair**

The Exhibits Chair works closely with the publishers and other vendors who annually display their materials in the Exhibit Hall at each conference.

The general duties of the Exhibits Chair are as follows:

- Make contacts with publishers, computer software and hardware vendors, calculator companies, assessment companies and other potential exhibitors that will exhibit or make a commercial presentation at AMATYC conferences;
- Work closely with the Conference Coordinator and the Show Decorator to design the exhibit area and to assign booths to AMATYC exhibitors.
- Mail out exhibitor packets throughout the year as new potential exhibitors are identified, and/or as potential exhibitors contact the Chair directly or through the AMATYC office;
- Travel to the AMATYC conference on the Monday prior to the conference for committee meetings and to be available at the exhibit area prior to the start of the conference as the booths are being set up and the exhibitors arrive;
- Network with exhibitors throughout the days the exhibit area is open, to let them know that AMATYC appreciates their support, to help correct any problems that might have developed, and to encourage the vendors to exhibit with AMATYC at the next conference.

Pertinent information from the AMATYC Policy and Procedure Manual can be viewed at the link: <http://www.amatyc.org/Get-Involved/dutyexchair2009.pdf> .

#### **Qualifications**

- Good written and verbal communication skills
- Good technology skills
- AMATYC member with a Regular or Life membership.

## Personal Qualities

- Well organized and can work on a regular schedule
- Ability to respond to requests from Exhibitors promptly
- Ability to communicate and work well with colleagues and to provide leadership
- Ability to take direction from and work with others cooperatively

**Term:** Two years (renewable) Jay Martin's term does not end until after the 2010 Boston conference. However, AMATYC is seeking to appoint an individual by the Las Vegas conference, to work with Jay during the 2010 providing a smooth transition.

## Compensation

- *Tangible:* Some support for attendance at the AMATYC Annual Conference per AMATYC policy.
- *Intangible:* Intellectual stimulation, satisfaction, professional development and the satisfaction of serving your profession.

Review of materials will begin on July 15, 2009, and the position will remain open until filled.

To be considered for the position of Exhibits Chair the following materials should be sent electronically to Nancy Sattler at [NSattler@terra.edu](mailto:NSattler@terra.edu).

- a letter of interest
- a current résumé
- letter of support from their immediate supervisor

Please contact Keven Dockter, Incoming Conference Coordinator, [keven.dockter@anokaramsey.edu](mailto:keven.dockter@anokaramsey.edu) or Nancy Sattler, if you have any other questions regarding this important position.

