

## Host Organising Committee (HOC)

### Position Description – *Director Operations and Logistics - House of Friendship*

#### OVERVIEW

The House of Friendship (HOF) is the name of the RI Exhibition hall at the convention. It should reflect the historical background and culture of the host country or emphasize characteristics of the host city that set it apart from other cities. Originality, beauty, and function have been the hallmarks of the HOF at previous conventions. It also provides clubs and districts with an opportunity to share their success stories in service through the varied exhibits.

RI and the HOC will jointly develop and execute plans for the HOF, including designing an attractive floor plan including decorations to the HOF (attractive entrance units, lounges, and welcome banners), developing an entertainment program for the HOF stage, arranging for HOF food and beverage concessions, and planning host sales and souvenir booths.

#### KEY RESPONSIBILITIES

To be read in conjunction with the RI Manual Conventions 2020 particularly pages 86-87.

##### Rotary International (RI)

RI is responsible for all operational and logistical aspects of the HOF including:

- initiate the design of the House of Friendship and establish the initial space allocation, booth layout and other features of the HOF
- coordinate a plan and schedule for the entertainment in the HOF and provide the necessary stage and basic equipment for performer(s).
- develop the menus offered in the HOF and negotiate the contract for the food service
- decorate the serving area and provide seating and tables for the volume of people anticipated
- consult with the HOC to plan an opening ceremony in the HOF to promote attendance at the HOF opening.
- Provide a team of people on the ground to manage and co-ordinate the HOF during the convention

##### Director - House of Friendship Operations and Logistics

The key responsibilities of this role are to provide recommendations to and work with RI on various aspects of the setting up and establishment of the HOF including:

- Recommending prospective exhibitors from the local area
- Recommending (in consultation with the HOF Director (C & C) the services to be included in the Host booth (e.g. approved convention souvenirs, promotion of potential trade partners and non-profit organizations that assist Rotary clubs in worldwide service projects and showcasing of local artisanship and goods as well as international merchants).
- Working with RI in the design of the HOF booth arrangement, grouping similar types of booths (e.g. all licensees) in one location.
- Recommending appropriate local delicacies and regional menu items to add to the experience of the HOF.
- Determining the role and number of volunteers to be recruited to assist in the HOF (e.g. greeters, multilingual volunteers, to assist registrants navigate the HOF etc.) and advise the HOF Director Services and Volunteers.



## 2023 Melbourne Convention

- Liaising with Rotary Districts and Clubs in relation to opportunities to put forward the names of local trade partners and non-profit organizations that assist clubs in worldwide service projects to participate in the Host Booth (dependant of space availability) and/or opportunities to showcase local artisanship and goods.
- Liaising and working closely with the *HOF Director – Commercial and Creative*.

### KEY POSITION REQUIREMENTS

- Experience in and knowledge of how to run large events (e.g. District conference)
- Good communication and people skills
- Ability to negotiate and influence key stakeholders
- Ability to work in a team environment
- Good Rotary connections
- Has attended at least one prior convention (desirable)

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