The Show Chairman

The Show Chairman is usually selected by the nominating committee after having served the club and the show in several capacities. The Chairman, with the concurrence of the Board of Directors, appoints the heads of all the various show committees. The Chairman is also an ex-officio member of every show committee. All meetings of the full show committee are called and run by the Chairman, who also is empowered to negotiate and sign contracts on behalf of the show and will often be the second signature on two signature checks.

The most critical function of the job is seeing to it that all the committees are properly staffed and performing their jobs in a competent, honest and timely fashion. All decisions are ultimately the responsibility of the Show Chairman. Any loss or failure of key personnel must promptly be filled by appointment or the Chairman must be prepared to step in and do the job or jobs that are not being done. During the show the Chairman must be available and will be the primary contact during off hours. At most shows the Chairman stays at the show hotel from setup through takedown.

Shows have many different names for their committees and committee heads. For the sake of consistency we are using most of the same names that were used in the prior document, Duties and Responsibilities of Show Committees. The names are unimportant and in many cases one committee will cover two or three groups of jobs. What is critical is that all the jobs must be done. The Committee Managers include:

1. Advertising and Publicity Manager
2. Awards Manager
3. Bourse Manager
4. Cancel and Cachet Manager
5. Exhibits Manager
6. Facilities and Staging Manager
7. Financial Manager
8. Hospitality and Banquet Manager
9. Judging Manager
10. Programs and Meetings Manager – a new addition
11. Publications Manager
12. Security Manager – separated from Bourse Manager
13. Staffing Manager
14. Website/Technology Manager – a new addition
15. Youth Activities Manager

A show timeline is provided and the Show Chairman must check monthly to be sure that every committee is on schedule with what is listed on the timeline. Most shows schedule monthly show committee meetings in conjunction with a regular club meeting. This is supplemented with phone, mail and email contacts to keep everyone up to date. During the last month or two before the show meetings and contacts become more frequent and a high degree of cooperation is required to make a show run smoothly. Whenever there is a lack of information from a committee, a lack of progress by a committee or a lack of cooperation between committees or individuals, it is up to the Show Chairman to uncover the nature of the problem and then get buy in to a solution. Failing that, people need to be reassigned or replaced or the Show Chairman has to take over the job. The buck stops here.