

Appendix 1: Animethon 27 Committee Job Descriptions

Job Description for the Animethon Vice-Chair

Position Summary

The Animethon Vice-Chair assists in overseeing the committee to ensure Animethon's overall success.

Responsibilities:

The responsibilities of the Vice-Chair are as follows:

- Assist the Chair in their duties.
- Be familiar with and prepared to take over the work of the Chair should the need arise
- Abide by and enforce ASAPA's basic outline for Animethon.
- Facilitate the collaboration of the Animethon Committee in accomplishing goals.
- Facilitate the decision-making process among the Committee.
- Arbitrate disputes between members of the Committee.
- Resolve any other problems in the Committee.

Qualifications:

Successful candidates for the position of Vice-Chair must have the following skills and qualifications:

- Problem solving, attention to detail and project management skills.
- Strong communication, leadership and mediation abilities.
- Familiarity working with committees in a non-profit organization or equivalent.
- A reasonable understanding of the community and culture surrounding Animethon or a comparable Asian popular arts event.
- A commitment to Animethon and its success.

Job Description for the Animethon Secretary

Position Summary

The Animethon Secretary manages administrative duties and data entry for Animethon.

Responsibilities:

The responsibilities of the Secretary are as follows:

- Collect and archive all non-financial records, contracts and statistics related to Animethon.
- Ensure Animethon meeting minutes are taken and distributed in a timely manner.
- Manage Data entry staff to ensure all of Animethon's collected information (i.e. registration data, surveys, etc.) are digitally recorded.
- Obtaining required insurance and other documents for Animethon and its related events.
- Revise documents as directed by the Committee.

Qualifications:

Successful candidates for the position of Secretary must have the following skills and qualifications:

- Good written skills
- Familiarity or experience taking minutes
- Commitment to do paperwork
- Good organizational and filing skills
- Experience working with committees in a non-profit organization or equivalent.
- Basic understanding of the community and culture surrounding Animethon or a comparable Asian popular art event.
- A commitment to Animethon and its success.

Job Description for the Director of Human Resources

Position Summary

The Director of Human Resources manages the Human Resources department.

Responsibilities

The responsibilities of the Director of Human Resources are as follows:

- Manage department staff.
- Mediate and resolve any issues within their department.
- Provide regular reports to the Chair and Vice-Chair.
- Coordinate recruitment and training activities as needed.
- Aid in providing of staff and volunteers requested by the Departments.
- Coordinate staff and volunteer benefits (i.e. accommodations, parking, food, etc.).
- Coordinate accommodation and parking for Guests.
- Organize staff and volunteer appreciation events.
- Coordinate the distribution of staff and volunteer badges and any material benefits prior to and day of the event.
- Collate and manage contact information and records for all staff and volunteers.
- Manage event registration.

Qualifications

Successful candidates for the position of Director of Human Resources must have the following skills and qualifications:

- Good human resource management skills.
- Strong written and verbal communication skills.
- An ability to quickly prioritize workload and multi-task.
- Ability to work well with others.
- Experience working with committees in a non-profit organization or equivalent.
- Basic understanding of the community and culture surrounding Animethon or a comparable Asian popular arts event.
- A commitment to Animethon and its success.

Job Description for the Director of Programming

Position Summary

The Director of Programming manages the Programming department.

Responsibilities

The responsibilities of the Director of Programming are as follows:

- Manage department staff.
- Mediate and resolve any issues within the department.
- Provide regular reports to the Chair and Vice-Chair.
- Coordinate, develop and schedule all programming elements (i.e. Panels, videos, contests, concerts, gaming, guests, etc.).
- Negotiate and obtain contracts for live events and special guests.
- Manage the needs of guests of honour.
- Obtain screening rights and permissions for videos.

Qualifications

Successful candidates for the position of Director of Programming must have the following skills and qualifications:

- Attention to detail and project management skills.
- Organizational skills to maintain large amounts of information.
- Excellent written and verbal communication skills.
- An ability to quickly prioritize workloads and multi-task.
- Experience working with committees in a non-profit organization or equivalent.
- Basic understanding of the community and culture surrounding Animethon or a comparable Asian popular arts event.
- A commitment to Animethon and its success.

Job Description for the Director of Safety & Policy Compliance

Position Summary

The Director of Safety & Policy Compliance manages the Safety & Policy Compliance department.

Responsibilities

- Manage department staff.
- Mediate and resolve any issues within the department.
- Provide regular reports to the Chair and Vice-Chair.
- Responsible for the safe welfare of all attendees, staff and volunteers during the event.
- Manages all aspects of the peace bonding desk, first aid and line control.
- Documents and reports all written incidents to the Vice-Chair and Chair.
- Works closely with ASAPA's Safety Officer to ensure all policies and rules are in place for the event.
- Upholds all of ASAPA's policies, fire regulations and any related jurisdictional or venue specific policies and rules.

Qualifications:

- Attention to detail and project management skills.
- Excellent communication and writing skills.
- Knowledgeable in line control, emergency procedures, fire regulations and regulations regarding weapons.
- First aid certification is an asset.
- An ability to foresee and mitigate potential safety concerns at Animethon and its related events.
- Experience working with committees in a non-profit organization or equivalent.
- Basic understanding of the community and culture surrounding Animethon or a comparable Asian popular arts event.
- A commitment to Animethon and its success.

Appendix 2: ASAPA Membership Eligibility

The following excerpt from ASAPA's most current bylaws (Apr 9, 2016) denotes the requirements for ASAPA membership eligibility. All applicants for Animethon Committee positions must be a current member of ASAPA in good standing or be eligible to become a member if selected to serve on the Committee.

3.3 Membership Eligibility

3.3.1 Any person residing in Alberta, and being of the full age of 18 years at the time of membership application, may become a member according to the following terms:

- i. The applicant must provide a signed application for or other written declaration that he will forward the goals, preserve the life of the society, and perform actions that will promote the future of the society and its purpose;*
- ii. The applicant must either be:*
 - a. A volunteer in good standing; or*
 - b. Voted in as a Member by a majority vote of the Board;*
- iii. The applicant must pay the annual membership fee at the time of the application; and*
- iv. The applicant must not have been banned or otherwise removed from the Society by a resolution that is still in effect.*

3.3.2 A person under the age of 18 years may become a Member as outlined in s. 3.3.1 and that person shall be held liable to these Bylaws as though he were an adult.

Definition of "Good Standing"

Below is an excerpt from ASAPA's bylaws (Apr 9, 2016) defining what is considered to be a volunteer in 'good standing':

- xii. "Volunteer in good standing" shall refer to a person who:*
 - a. In the 12 months prior to submitting a membership application, has recorded at least ten (10) hours of assigned work in total across all major events of the Society.*