

Competition Manager and Competition Team

The Competition Manager and three-member competition team are volunteer positions whose collective purposes are to organize the annual technical communication competition in the fall and the competition award banquet in the spring.

The **Competition Manager** has the following responsibilities:

- Facilitates communication with admin council and within competition team
- Coordinates the activities of competition team members
- Serves as master of ceremonies for the awards banquet
- Works with STC Admin and makes reports to them on competition status
- Enters Distinguished award winners in International Competition
- Organizes the competition event
- Solicits for and receives entries
- Processes entrants' payments and acknowledgements

The three **competition team members**, under the guidance of the Competition Manager, assume the following responsibilities:

- Coordinate judging
 - Coordinates recruitment of judges and other volunteers
 - Holds judges initial meeting and gives them their rules and forms for judging and assigns entries to judge
 - Holds final meeting to determine winners and chooses Best of Show with other judges
 - Notifies winners and judges inviting them to the banquet
 - Assumes other responsibilities as requested by Competition Manager
- Coordinate banquet
 - Organizes banquet
 - Assumes other responsibilities as requested by Competition Manager
- Coordinate publicity/awards
 - Publicizes the competition event
 - Prints awards certificates and plaques
 - Mails awards to judges and entrants who were not in attendance at the banquet
 - Assumes other responsibilities as requested by Competition Manager

Requirements

- Access to a computer with software capable of producing award certificates (current templates utilize Illustrator)

Time commitment

Three concentrated blocks of time are required, shared between the Competition Manager and Competition Team members, including:

- 10-20 hours in the beginning to get everything organized
- 10-20 hours to receive and process the entries
- 10 hours to get everything ready for the banquet

Term and Succession

- The term is one year with no succession.