

Standing Committee: College Fair

Shall have the responsibility and obligation of gathering and disseminating Council literature of the respective HBCUs and other information to the community at large. This committee may serve as a clearing house pertinent to coordinating college fairs and educational-financial aid workshops for potential students.

Committee Responsibilities

- Each coordinator shall lead the assigned sub-committee in an effort to reach maximum efficiency and productivity of said event.
- As with any role, an individual may need to perform any other related duties assigned. Also note that these descriptions are very fluid. Meaning, as other needs have been assessed within the particular work flow, the description will be updated as needed.

Chair(s):

- Oversee the general organization, structure and vision of the event.
- Communicate directly with past Program Partners to confirm support for the current year.
- Identify and cultivate new Program Partner opportunities.
- Identify, cultivate and provide responsibilities for possible Honorary Chair(s) to serve as the face of the event.
- Progress monitor and provide support to the various committee coordinators.
- Work with committee to create a program budget.
- Create an action plan/timeline to with measurable progress check-points.
- Final approval of all contracts and permits.
- Organize regular committee meetings for updates and progress monitoring.
- Provide timely reports to the Council at large meetings.

Site Logistics Coordinator:

- Responsible for the day-of-event operations.
- Securing and/or preparing building permits.
- Develop systems for the flow of the day.
- Coordinate with all other operational support teams (i.e. security, building & grounds, maintenance, audio-visual, to ensure an effective College Fair environment.
- Work with various coordinators and teams to assess specific day-of-event needs.
- Lead a volunteer support team for the various day-of-event needs.

Registration Coordinator:

- Oversee and monitor student and parent online registration.
- Manage the registration@hbcualumnicle.com email for this event and respond to inquiries from such.
- Develop a systematic check-in process for pre-registration and on-site registration.
- Coordinate volunteers that will work specifically with registration.

Volunteer Coordinator:

- Responsible for soliciting volunteers.
- Develop a communication structure for day-of-event activities.
- Creating/developing tasks for the various volunteer stations.
- Responsible for assigning volunteers to different tasks the day of the event, and scheduling them.
- Lead a volunteer support team for the various day-of-event needs.

Vendor Recruitment Coordinator:

- Responsible for assisting the committee to secure and retain vendors for the event.
- Communicate with Registration Coordinator of completed vendor registration and payment.
- Work with Site Logistics Coordinator with the set-up, design and placement of vendors throughout host site.



Standing Committee: College Fair

Shall have the responsibility and obligation of gathering and disseminating Council literature of the respective HBCUs and other information to the community at large. This committee may serve as a clearing house pertinent to coordinating college fairs and educational-financial aid workshops for potential students.

Committee Descriptions cont.

HBCU Recruitment Coordinator:

- Responsible for assisting the committee to secure and retain HBCUs for the event.
- Maintain a comprehensive database of HBCU admissions contacts.
- Communicate with Registration Coordinator of completed HBCU registration and payment.
- Work with Site Logistics Coordinator with the set-up, design and placement of HBCUs throughout host site.

Workshop Recruitment Coordinator:

- Review all Workshop Request for Proposals.
- Coordinate with Site Logistics Coordinator on availability of workshop space and needs of each room.
- Communicate with workshop presenters with specific needs of session.
- Serve as a direct point-of-contact for presenters.
- Develop a comprehensive day-of-event schedule. This information will be posted on our website and made available to all participants on the day-of-event.
- Review and schedule all Pre-Event HBCU Myths Workshops.
- Lead a volunteer support team for the various day-of-event needs.

Advertising Coordinator:

- Creating a marketing timeline.
- Developing engaging marketing material for a various audience.
- Work with Program Partners and other entities regarding their advertising on website and other areas of interest.
- Prepare and disseminate press releases and announcements.
- Post messaging on the Council's various social media platforms.

Lodging and Hospitality Coordinator:

- Contacting Cleveland area hotels to secure lodging for admission representatives, school officials, vendors and guests.
- Coordinating airport, train, bus transportation to hotel for admissions representatives, school officials, and vendors as needed.
- Arranging activities for admissions representatives to unwind before/after College Fair activities.
- Coordinating with Event Chair and HBCU Recruitment Coordinator to plan activities.
- Arrange refreshments and snacks for "Pack Days" activities.

On-Site Service Desk Coordinator:

- Answer day-of questions from admission recruiters, school officials, vendors and the general public.
- Maintain/staff a help-desk center for all college fair participants, by providing directions, schedules, and other supports as needed.
- Lead a volunteer support team for the various day-of-event needs.