

# RadCon Department Structure Policy – Revision 1.5

This policy establishes the structure and responsibilities for each department within the RadCon Guild.

## Definitions

**Concom** - Voting members and Officers present at scheduled meeting as defined by the Bylaws.

**Department (D)** - A team responsible for a collection of related activities. Departments are managed by a Department Head.

**Department Position (DP)** - A designated position in a department responsible for a distinct activity within a department.

## Responsibilities

**Department Head** - Appoint department positions, coordinate department, establish budget for department, define needed resources, and report to con-com on activities. Responsible for performance of all activities within the department and coordinating with others where necessary.

**Department Second** - Assumes the duties of the Department Head when the Department Head is not available.

**Department Positions** - Coordinate within department to accomplish activities associated with position.

## Process

Department Heads are appointed and approved in accordance with the bylaws.

Department Seconds are selected by the Department Head, with the approval from the Chair. ConCom approval is not required, but the ConCom may override the appointment with a simple majority vote.

Department Positions are appointed by Department Heads, with approval from the Chair. ConCom approval is not required, but the ConCom may override the appointment with a simple majority vote. Department Positions may be performed by the Department Head.

Modifications to this policy occur in accordance with the bylaws.

A person may hold more than one position but may not hold more than one department.

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## Defined Positions

- 1. Art Show (D)**
- 2. Communications (Publications & Advertisement) Department (D)**
  - Media Communication/Flyers (DP)
  - Program Book (DP)
  - Web Site Public (DP)
  - Hotel Liaison (DP)
- 3. Convention Operations (Con Ops) (D)**
  - Security (DP)
  - Volunteers “Minions” (DP)
  - Technical Support (DP)
  - Hospitality (DP)
  - Room Parties (DP)
  - Logistics (DP)
- 4. Dealers (D)**
- 5. Gaming(D)**
  - Card Gaming (DP)
  - Table Gaming (DP)
  - LARP Gaming (DP)
  - LAN Gaming (DP)
  - Console Gaming (DP)
- 6. Guest/Pro Services/Outreach (D)**
  - Green Room (DP)
  - Guest/Pro Biography (DP)
  - Education Liaison (DP)
  - Fan Club Interface(s) (DP)
  - Guest Liaison (DP)
  - Pro Liaison (DP)
- 7. Masquerade (D)**
- 8. Procurement (D)**
  - Merchandising (DP)
  - Supplies (DP)
  - Donations (DP)
- 9. Programming Department (D)**
  - Media/Anime Track (DP)
  - Writing Track (DP)
  - Science Track (DP)
  - Art Track (DP)

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Fan Track (DP)  
Costuming (DP)  
Children’s Programming (DP)  
Music Track (DP)

## 10. Registration (D)

### Summary of Responsibilities

The following summarizes department scope and responsibilities, including department positions contained.

1. **Art Show (D)** - Coordinate with artists to obtain, display, and market art, establish criteria for auction/direct sales, display art, establish and maintain room hours, coordinate art auction, return unsold art to artists. Coordinates badge art, tee shirt art, and cover art for the program book.
2. **Communications Department (D)** - Communicate with media, prepare and print program book, prepare and maintain copies of all formal external memos from the RadCon Guild. Staff and oversee department positions within the department.
  - a. **Media Communication/Flyers (DP)** - Coordinates development of press information, flyers for other conventions.
  - b. **Program Book (DP)** - Develops program book based on department inputs.
  - c. **Web Site Public (DP)** - Responsible for maintaining the radcon.org website content.
  - d. **Hotel Liaison (DP)** - Serves as primary interface between the ConCom and the hotel, negotiates contracts, coordinates room assignments for guests, ensures set up instructions are provided to the hotel, and is the primary contact for resolution of issues with the hotel.
3. **Convention Operations (Con Ops) (D)** - Oversee the operation of the convention ensuring the security, volunteer, and technical support positions are defined and filled with appropriate staffing to support the convention.
  - a. **Security (DP)** - Staff the Security for RadCon, ensures adequate coverage is provided for the convention, staffs security desk, coordinates with Hotel Security and any emergency services staff.
  - b. **Volunteers “Minions”(DP)** - Coordinates volunteers to fill task requirements for the convention as needs arise. Responsible for the “bag stuffing” prior to the convention and arranging volunteers for load in and load out.
  - c. **Technical Support (DP)** - Responsible for providing technical support on computers and audio/visual equipment on an as needed basis.
  - d. **Hospitality (DP)** - Maintain the hospitality suite open during convention. Negotiate with vendors to provide food and beverages, set up and breakdown of hospitality, and coordinates with Treasurer for vendor payments.

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- e. **Room Parties (DP)** - Coordinates room parties, maintains contact with the Washington State Liquor Control Board, is knowledgeable regarding local and state liquor laws, obtains appropriate licenses for RadCon's room parties and promotional events.
  - f. **Logistics (DP)** - Organizes setup and tear down of the convention. Acquires truck for transporting equipment and convention assets, organize and maintain contents of storage unit.
4. **Dealers (DP)** - Assigns dealer tables, coordinates with dealers, and obtains needed permits for dealers. Coordinates with Guest Liaison to arrange Small Press and Guest of Honor sale points.
5. **Gaming (D)** - Ensure gaming activities are identified and scheduled for the convention, coordinate with programming for allocation of space, and coordinate with guest services with recommendations for gaming guests. Maintain gaming space available for the duration of the convention.
- a. **Card Gaming (DP)** - Coordinates table top card gaming activities
  - b. **Table Gaming (DP)** - Schedules and coordinates table top gaming activities.
  - c. **LARP Gaming (DP)** – Coordinate with LARP groups to provide room(s), space, etc.
  - d. **Console Gaming (DP)** - Coordinates the set up, scheduling, and operations of console/arcade gaming activities.
  - e. **LAN Gaming (DP)** - Identify and obtain equipment necessary to operate LAN gaming and ensure gaming is operating for the duration of the conventions.
6. **Guest/Pro Services/Outreach (D)** - Coordinates department.
- a. **Green Room (DP)** - Responsible for staffing the Green Room with volunteers to maintain the Green Room open for operation. Coordinates with hospitality to provide food and beverages for the Green Room. Green room volunteers are responsible for maintaining the room's buffet table. Distribute guest/pro packets of convention information.
  - b. **Guest/Pro Biography (DP)** - Obtain and provide to the Programming Book DP and Web Master, guest pictures and biographies. Ensure guest information is provided to registration
  - c. **Education Liaison (DP)** - Coordinates with schools for activities involving schools. Coordinates school visits with the local school districts.
  - d. **Fan Club Interface(s) (DP)** - Contacts and coordinates with local fan clubs to provide table space for club representation during the convention. Coordinate with registration to support group registrations of fan clubs. Coordinate activities by fan groups at RadCon with Programming Department Head.
  - e. **Guest Liaison (DP)** - Contact and obtain Guests of Honor for the RadCon convention, coordinate with track leads and programming to

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identify potential guests, provide a single point of contact for Guests of Honor Ensures guest packets are available at check-in.

- f. **Pro Liaison (DP)** – Coordinate with Guest Liaison to contact and obtain pros for the RadCon convention, coordinate with track leads and programming to identify potential pros, provide a single point of contact for pros. Ensures pro packets are available at check-in.
  
7. **Masquerade (D)** - Coordinate the masquerade event. Also coordinates prizes, photo sessions, judging, and awards.
  
8. **Procurement (D)** - Coordinates with departments and Treasurer to purchase merchandise and office supplies for the needs of the convention.
  - a. **Merchandising (DP)** – Provides information to ConCom of items that can be purchased as RadCon merchandise. Merchandise lists are subject to ConCom approval. Purchases merchandise to be sold at RadCon and other conventions. Staffs the merchandising table.
  - b. **Supplies (DP)** – Coordinates with departments to identify and provide office supplies necessary for convention operation. Coordinates with Art Show to acquire art for tee-shirts and badges. Coordinates with registration for supply and badge needs. Purchase tee-shirts, badges, lanyards and other necessary office supplies.
  - c. **Donations (DP)** - Obtains donation material for bags, prizes, and services.
  
9. **Programming Department (D)** - Develop panel and event descriptions, coordinate with guest services, schedule programming, provide written schedules, panel descriptions, and text regarding programming events for the website and program book. Communicate with guests for the purpose of scheduling. During the convention, maintain current schedules, post programming room schedules at the convention, ensure hotel liaison and tech support are informed of special needs. Coordinates track leads within the department.
  - a. **Anime (DP)** - Define equipment needs, obtain suitable viewing material, maintain Anime Room open and staffed full time during the convention.
  - b. **Art Track (DP)** - Coordinates the Art track within the programming department. Provides recommendations for Art guests to guest services.
  - c. **Children’s Programming (DP)** - Coordinates the children programming track within the programming department.
  - d. **Costuming (DP)** - Coordinates the costuming track within the programming department. Provides recommendations for costuming guests to guest services.
  - e. **Media Track (DP)** - Define equipment needs, obtain suitable viewing material, maintain Movie Room open and staffed full time during the convention. Coordinates the media track within the programming department. Provides recommendations for media guests to Guest Services.

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- f. **Fan Track (DP)** - Coordinates the fan track within the programming department. Responsible for the "fan room."
  - g. **Music Track (DP)** - Coordinates the music track within the programming department. Provides recommendations for music guests to guest services. Coordinates with DJ for tech support and programming needs.
  - h. **Science Track (DP)** - Coordinates the Science track within the programming department. Provides recommendations for Science guests to guest services.
  - i. **Writing Track (DP)** - Coordinates the writing track within the programming department. Provides recommendations for writing guests to guest services. Arrange book signing opportunities with authors.
10. **Registration (D)** - Maintain registration database. Coordinate with volunteers for staffing. Maintain registration open for the hours of operations. Set up registration desk, computers, and printers; coordinating with Convention Operations technical support and Procurement as needed.