



JOB DESCRIPTION

TITLE: Sand Sports Super Show Chairperson

REPORTS TO: Board Director/Events & Awards

SUMMARY: Coordinates all facets of the ASA participation in the 1 Sand Sports Super Show. This event is held annually at the Orange County Fair & Exposition Center in Costa Mesa, California.

DUTIES AND RESPONSIBILITIES:

- Ensure that the volunteer committee is notified well in advance of the next SSSS and that they will be available to work the entire three-day event. This timetable includes set-up of the ASA booth and related vehicles and tear-down at the conclusion of the event.
- Sign contract with show directors for ASA participation.
- Coordinate with Show Manager for ASA booth location.
- Coordinate with ASA Merchandise Chair to ensure timely delivery all of required merchandise.
- Ensure that ASA trailer is available and transportation to the event site.
- Obtain all equipment required for the show, e.g., tables, chairs and canopies.
- Secure telephone line for the ASA booth.
- Secure refreshments for volunteers manning the ASA booth.
- Ensure that the ASA Hospitality Area is completely set up and ready for visitors. Coordinate this responsibility with informal ASA Hospitality Chair.
- Coordinate with Sand Sports Magazine to obtain advertising in the SSSS program.

- **Work with SSSS manager to secure campsites for those choosing to camp.**
- **Secure hotel rooms for ASA volunteers.**
- **Apprise BOD, as time permits, on all developments at the SSSS.**

VOLUNTEERS:

- **In addition to a vice chair and designated SSSS committee, this event requires additional volunteers. Volunteers are needed to staff the ASA booth, assist with erection and dismantling of the ASA exhibit, driving, running errands, helping with membership and other related duties. Children are encouraged to volunteer their time to help with the ASA SSSS exhibit.**