

2023 Grand Lodge Convention
High Level Volunteer Job Descriptions

The Staffing noted in each section is a SAMPLE of the anticipated needs based on prior national conventions. These are for ILLUSTRATION purposes only.

Operations Committee - Danielle Arthur, Hopkins #2221

Airport Greeters	Greet designated Grand Lodge VIP's as they arrive. Flight schedules, names and signs will be provided. Welcome VIP's to Minneapolis. Provide direction to transportation as needed. Assist with luggage to their transportation as needed. Staffing: Tuesday, June 27, 2023, 10:00 am - 6:00 pm
Transportation	This committee provides transportation for designated persons as required and identified by the ENCC. Greet designated VIP's. Transport luggage of VIP's as needed. Staffing: Tuesday, June 27, 2023, 10:00 am - 6:00 pm
Ushers	This Committee is formed for the orderly movement of attendees at the Convention Site. Staffing: Sunday, July 2, 2023, 3:00 pm - 7:30 pm; Monday, July 3, 2023, 7:00 am - 12:30 pm; Tuesday, July 4, 2023, 7:00 am - 12:30 pm; Wednesday, July 5, 2023, 7:00 am - 12:30 pm
Volunteer Management	To coordinate and support the many volunteers working at the convention including coordination with sub-committee chairs on staffing, sign up of volunteers, distribution of volunteer gear, management of the volunteer room and more. Staffing: Friday, June 30, 2023, through Tuesday, July 4, 2023 - Times TBD

Meetings & Sessions Committee - Tammy Lehn, Hutchinson #2427

Ritualistic	This Committee will assist the Grand Lodge Ritualistic Committee in conducting the National Ritualistic Contests which begin on Friday, with the first contest beginning at 7:00 am. This Ritualistic LSC should be available to assist in the conduct of the contests, which continue through Monday. Staffing: Thursday, June 29, 2023, 1:00 pm - 5:00 pm, for room set-up Friday, June 30, 2023, 12:00 pm - 8:00 pm Saturday, July 1, 2023, 7:15 am - 7:00 pm Sunday, July 2, 2023, 7:15 am - 12:00 pm, 7:00 pm - 9:00 pm
Manpower	This Committee is responsible for recruiting volunteers from throughout the State to provide the Local Support Committees and backup manpower, as may be required. Where a volunteer cannot or will not work on a specific LSC, they can be assigned to the manpower pool for assignments as needed. Staffing: Saturday, July 1, 2023, 8:00 am - 4:00 pm; Sunday, July 2, 2023, 8:00 am - 4:00 pm; Monday, July 3, 2023, 7:00 am - 12:00 pm; Tuesday, July 4, 2023, 7:00 am - 12:00 pm
Legislative Assistants	This Committee is to provide support for the Legislative Session on Tuesday morning. Volunteers will be performing crowd control, handing out ballots, verifying credentials, and other duties as assigned by the PGER in charge. Staffing: Sunday, July 2, 2023, 10:00 am - 11:00am - Training; Tuesday, July 4, 2023, 6:30 am - 11:30 am

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Sales & Marketing Committee - Lynn Rohlf, Duluth #133

Media Relations	Assist Grand Lodge Public Relations Committee. Develop a good relationship with the GL Public Relations Committee by extending an advanced contact, explaining the LSC ability to serve and names of their contacts. Compile a listing of all local newspaper, radio, television and other media sources to develop a "Media Source Book." Develop contact with these local media sources to be able to offer "special" services when needed. Staffing: On Call as Needed
Information Booth	This Committee is to provide manning for the LSC Information Booth and for the set-up and tear-down of the booth. Provide Booth banners, decorations and signs, including a large wall map of the local vicinity to be displayed with Locations of Elks Lodges in the area. Sell merchandise on behalf of the state association. Staffing: Friday, June 30, 2023, 10:00 am - 5:00 pm; Saturday, July 1, 2023, 8:30 am - 5:00 pm; Sunday, July 2, 2023, 7:30 am - 4:30 pm; Monday, July 3, 2023, 8:30 am - 4:30 pm; Tuesday, July 4, 2023, 8:30 am - 4:30 pm
Marketing	Promote the convention internally within the State of Minnesota and our members, but also market the convention within the Elks. Market the items for sale at the information booth. Staffing: TBD
Merchandising	This committee will identify, procure and sell merchandise during the convention to drive revenue to offset convention expenses. Maintain merchandise during the convention. Restock as necessary. Staffing: Friday, June 30, 2023, 7:00 am - 5:00 pm (set-up); Saturday, July 1, 2023, 8:30 am - 4:30 pm; Sunday, July 2, 2023, 7:30 am - 4:30 pm; Monday, July 3, 2023, 8:30 am - 4:30 pm; Tuesday, July 4, 2023, 8:30 am - 4:30 pm; Wednesday, July 5, 2023, 7:00 am - 9:00 pm (tear-down starts at 6:00 pm)

Treasurer - Dave Norris, Mankato #225

Registration Control	This Committee is to assist in the registration process of the delegates and guests. It is NOT the responsibility of this committee to register convention attendees. Badge Checker. Assisting delegates in completing registration forms. Assemble registration credentials (nametags and voting cards). Apply ribbons for nametags Staffing: Friday, June 30, 2023, 11:30 pm - 4:00 pm Saturday, July 1, 2023, 7:30 am - 4:30 pm Sunday, July 2, 2023, 7:30 am - 4:30 pm Monday, July 3, 2023, 7:30 am - 4:30 pm
Music & Entertainment	Coordinate entertainment for the exhibit hall on Saturday and Sunday (4 hours each day). Assist in obtaining local musical groups and entertainers, as may be needed. Assist these same groups and entertainers with their logistical needs, pay for services, etc. Staffing: Saturday, July 1, 2023, 10:00 am - 2:00 pm; Sunday, July 2, 2023, 10:00 am - 2:00 pm
Finance	This Committee is to assist the Treasurer in managing the budget and expenditures of the convention, as well as managing the cash and electronic payments accepted during the convention. Staffing: Daily Saturday, July 1, 2023 through Wednesday, July 5, 2023, 7:30 am - 8:30 am and 4:30 pm - 6:30 pm. On-Call as needed