

Decorations:

'Decoration Director' shall locate and purchase, within budget, the decorations for the conference. Decoration prospects shall be discussed with and approved by the Executive Director and /or Board prior to making commitments.

All receipts, for reimbursement, shall be sent to the TSWB Treasurer in a timely manner and no later than 30 days from the conference beginning date. If this is not possible then communication must take place with the Executive Director and/or the Treasurer.

Identify any restrictions that may have an impact on placing the decorations.

Decorations shall be based on selected THEME - Theme should carry throughout entire conference.

Welcome Reception decorations: Ensure the decorations are in place for the welcome reception and removed, if necessary, at the end of the event.

Opening /Closing sessions decorations: Ensure the decorations are in place for the open/close sessions and removed, if necessary, at the end of the event.

Entertainment night decorations: Ensure the decorations are in place for the entertainment event and removed, if necessary, at the end of the event.

Research the local vendors for decoration needs -- assessing costs / delivery options / availability.

The Decoration Director is expected to attend all Board meetings and conference calls, which are held monthly with the exception of the last 4 to 6 weeks prior to the Statewide conference which may be more frequent.

Also, the Decoration Director must be willing to travel within the state of TN up to 3 times per year for Face to Face Board Meetings? (Travel cost is covered by the Board).

The Director must also be able to attend the annual TN Statewide Payroll Conference annually.

The Decoration Director must have access to a computer, laptop, smartphone or other electronic device that can be used for communication with the Board members during the daytime, evenings, and weekends as needed.

The "Decorations Director" shall have one (1) vote on the Board of Directors.