



Committee Information (2023)

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OFFICERS IN CHARGE (ACTION ITEMS)

Admissions Committee	Jeff Nozar
Constitution & ByLaws Committee	Joan Manzo: Incorporate new penalties
Culture Committee	Joan Manzo
Entertainment Committee	Tim Meno / Wendy Middleton
Ethics Committee	Justine Deeter: Penalty Update & Appeal Process – Done (Officers at October Meeting)
Executive Committee	PATRON PACKAGE – Done (Jeff 11/15)
Facilities Committee	Justine Deeter
Food & Beverage Committee	Tim Meno
Marketing Committee	Jeff Nozar / Wendy Middleton SPONSORSHIP PACKAGE– Done (Jeff 11/15)
Membership Committee	Sarah Schaffner New Membership Package
Nomination Committee	Justine Deeter
Scheduling Committee	Jim Zaidain
Miscellaneous Committee	Jim Zaidain New Temporary Difi Storage Committee
Youth Committee	Sarah Schaffner - Na Ambassador Contest Guidelines Carl Day Memorial Scholarship Contest Guidelines Jr. Ambassador Contest Guidelines



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1. ADMISSIONS COMMITTEE

(New in 2023 from Marketing & Sales Committee; NOTE: Sales Committee narrative did not previously exist)

This committee shall be responsible for the Front Gate and Sales. There shall be a chairperson to oversee the entire committee. This person may or may not be the officer responsible for the committee.

The Admissions Committee shall include the following sub-committees: Physical Tickets, Digital Tickets, Gate Flow and Cash Office.

Physical Ticket Sub-committee

The Ticket Sub-committee shall be further include between Pre-Sale Tickets, and all At-the-Door Tickets (including Worker/Entertainer, Sponsor, etc.).

PRE-SALE TICKETS

The person or sub-committee responsible for Pre-Sale Tickets shall:

- A. Receive from the Marketing Committee the printed tickets to be sold and/or distributed.
- B. Distribute tickets to members.
- C. Distribute tickets to outlets (eg. Siebenthaler's) to sell to the public.
- D. Work with the Scheduling Committee to distribute tickets to workers and entertainers.
- E. Render to DIFI a written report of:
 1. All tickets sold and unsold
 2. All monies received from sales
 3. Distribution of tickets for workers, entertainers, and complimentary purposes.
- F. Coordinate with Treasurer for Cash and return of unsold tickets and money for sold tickets.

AT-THE-DOOR TICKETS (Physical)

The person or sub-committee responsible for At-the Door Tickets shall:

Physical Tickets:

- A. Purchase tickets in sufficient quantity, and in the proper categories.

Digital Tickets (HomeTown) Sub-committee:

- A. Create event digitally
- B. Setup Ticket Levels
- C. Setup Pre-Sale Country Codes
- D. Communicate Pre-Sale Country Codes to Secretary for email distribution
- E. Monitor and communicate Pre-Sale status to the Executive Committee

Gate Flow Sub-committee

The person or sub-committee responsible for the Gate Flow shall:

- A. Beer Passport: Coordinate with the Food and Beverage Committee to setup Beer Passport Sales.
- B. Tables: Coordinate with the Marketing Committee and Executive Committee to setup tables for sponsors and other non-profit groups.
- C. Door Guards:

Cash Office Sub-committee

The person or sub-committee responsible for the Cash Office shall:

- A. Coordinate with the Scheduling Committee to develop a schedule and secure people to work at the Ticket Sales area (both selling tickets and working in the Cash Office).



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- B. Coordinate with the Treasurer to assure that ample cash is on hand for making change.
- C. Instruct ticket sellers in the proper method of selling tickets, counting money, etc.
- D. Prepare cash drawers for ticket sellers.
- E. Count cash in each drawer at the end of the shift and reconcile the cash with the number of tickets sold.
- F. Designate one person to have access to the safe.
- G. Take cash to the bank for deposit at the end of each day.
- H. Prepare a written report of activities for the Board of Trustees meeting following the festival.

Communicate any signage or award needs with the **Facilities Signage Subcommittee**.



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2. CONSTITUTION AND BYLAWS COMMITTEE

This committee shall be responsible for reviewing and updating the DIFI Constitution and ByLaws as appropriate. There shall be a chairperson to oversee the entire committee. This person may or may not be the officer responsible for the committee.

The first duty of the committee shall be to examine the present Bylaws and Guidelines and prepare them in a uniform format for adoption as Bylaws. This shall be accomplished as soon as possible.

After adoption of the Bylaws the committee shall then and henceforth:

- A. Review Constitution and Bylaws as a whole annually to:
 1. Make sure what is being done “in practice” is in keeping with the Constitution and Bylaws.
 2. Suggest changes to the Constitution and Bylaws.
 3. Present such changes to the Board of Trustees for consideration and possible adoption.
- B. Meet as the need arises to handle any situation that needs to be addressed.
- C. Receive recommendations from the membership for changes or additions to the Constitution and/or Bylaws. Upon receipt of such recommendations, the committee shall:
 1. Consider the recommendation.
 2. Report, at the next meeting of the Board of Trustees, the recommendation and their findings concerning that recommendation, inviting discussion.
 3. If appropriate, prepare the recommendation for adoption following the protocol outlined in the Constitution as amended.
- D. The chairperson shall call and convene meetings as necessary, with a minimum of one annually to review the Constitution and Bylaws.
- E. The chairperson shall report proceedings to the responsible officer and/or the Executive Committee.
- F. The chairperson shall have the responsibility of recording any action taken by the committee and the outcome of any action taken by the Board of Trustees. A copy will also be given to the Secretary for filing. Upon replacement as chairperson of the Constitution and Bylaws Committee, the outgoing chairperson will surrender all documentation to his/her replacement.



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3. CULTURE COMMITTEE

This committee shall be responsible for the Culture component of the festival. There shall be a chairperson to oversee the entire committee. This person may or may not be the officer responsible for the committee.

The Culture Committee shall:

- A. Recommend membership of three persons, one of whom shall be designated as chairperson.
- B. Prepare and distribute a sheet listing the Guidelines for Booth Exhibits for Cultural Displays as found in this document.
- C. Encourage all member organizations to create a cultural display to interpret the theme of the festival.
- D. Recruit outside persons to serve as cultural judges. These persons should not be affiliated with any of the member organizations.
- E. Set criteria for judging cultural themes in booths, with the approval of the Executive Committee and the Board of Trustees.
- F. Set the criteria for the judges, with the approval of the Executive and the Board of Trustees
- G. Instruct those persons chosen as judges in proper procedure and supply them with judging forms.
- H. Receive completed forms from judges and tally scores.
- I. Note any infractions or violations of the cultural display area and report such to the President and/or Ethics Committee.
- J. Be responsible for ordering awards/ribbons. (May work in coordination with person responsible for ordering awards for Ambassador Competition or **Facilities Signage** sub-committee.)
- K. Work with the Executive Committee to oversee the presentation of Awards/Ribbons
- L. Prepare a written report of Cultural Winners, awards, any infractions, and any other pertinent information concerning the cultural displays to be presented at the Board of Trustees meeting following the festival.

Communicate any signage or award needs with the **Facilities Signage Subcommittee**.



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4. ENTERTAINMENT COMMITTEE

This committee shall be responsible for the Entertainment. There shall be a chairperson to oversee the entire committee. This person may or may not be the officer responsible for the committee. The Entertainment Committee shall incorporate entertainment on the formal stage, entertainment on the informal stage, and opening ceremonies (including the flag ceremony). There shall be one person responsible for overseeing the entire Entertainment Committee. That person may or may not be the officer responsible for that committee.

Necessary sub-committees will be setup to be responsible for division of work under Entertainment Committee. Other stages (outdoor, etc.) may be considered and will fall under the responsibilities of the Entertainment Committee.

Main and Informal Stages

There shall be a sub-chairperson for the Main Stage and a sub-chairperson for the Informal Stage. Both will work with the Entertainment Committee. They shall:

- A. Be in charge of the entertainment schedules.
- B. Prepare and distribute Entertainment Guidelines. (Basic guidelines should be prepared, presented to the Executive Committee for acceptance from the Board of Trustees, and included in this document.)
- C. Have the authority to make all assessments and report any infractions to the responsible officer.
- D. Designate date, time, and place to receive applications and music (in the current format(s) as requested) which are to be submitted by member organizations.
- E. Oversee the setting-up of staging, lighting, and other technical procedures for entertainment production.
- F. Schedule meetings with the Entertainment Chairpersons, Director or representative of each member organization.
- G. Have the option of suggesting other entertainment units as are appropriate to the spirit of the festival and, with the approval of the Board of Trustees, invite them to participate.
- H. Be prepared for emergencies (such as failure of a group to appear as scheduled, etc.) by receiving reports of availability from other groups prior to the opening of the festival each day.
- I. Prepare a written report to present at the next meeting of the Board of Trustees after the festival.
- J. Any performance scheduled for the informal area must include an invitation for some audience participation during the performance.
- K. Any entertainment unit, group or individual appearing on the formal or informal stage must be dressed in authentic native dress or costume of the area they are representing in the performances.

Informal Stages

- L. Encourage audience participation on the Informal Stage.
- M. Member organizations should have cultural/educational demonstration component.

Opening Ceremonies

There shall be a Sub-chairperson and/or Sub-Committee responsible for the Opening Ceremonies who shall:

- A. Coordinate with the Executive Committee and the Entertainment Chairperson the Opening Ceremonies on stage during the first day of the festival.
- B. Be responsible for parade lineup each day of the festival.
- C. Work with the person responsible for the flag ceremony.
- D. Coordinate with the Culture Committee and Executive Committee to prepare for and organize the Awards Ceremony on Saturday.
- E. Coordinate with the Opening Ceremonies Sub-committee and with the appropriate Chairperson of any other staged ceremonies. This also includes Uncle Sam and World Mascots.



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Minor children under 17 are allowed one additional ticket for a parent or guardian

Communicate any signage or award needs with the **Facilities Signage Subcommittee**.



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5. ETHICS COMMITTEE

This committee shall be responsible for the Ethics and compliance to DIFI guidelines. There shall be a chairperson to oversee the entire committee. This person may or may not be the officer responsible for the committee.

The purpose of the Ethics Committee is to oversee compliance to the Bylaws and to resolve violations of said Bylaws. The Ethics Committee will also survey festival in an attempt to prevent anything not in keeping with good taste, cooperation or the goals of the festival.

The Committee shall be comprised of Ethics and Audit sub-committees. There shall be a chairperson for the committee and may be a sub-chairperson or person responsible for the two divisions.

Ethics Sub-committee (ideally comprised of three to five members):

- A. Oversee compliance to the Bylaws and resolve violations of said Bylaws.
- B. Meet at least once prior to the festival.
- C. Survey the booths prior and during the festival to insure compliance each day to:
 1. Health, fire and safety regulations
 2. Bylaws concerning the sale of food and beverages
 3. Bylaws concerning cultural displays
 4. Bylaws concerning music, noise, etc.
 5. Prevent anything that is not in good taste, the spirit of cooperation, and the goals of DIFI and the festival
- D. Give a verbal warning of minor infractions before resorting to the **written procedure**.
- E. Complete the form which designates the nature of any violation observed or reported.
- F. Attempt to resolve any problems arising at the festival. If resolution cannot be accomplished, the problem shall be reported to the responsible officer, or the President.
- G. Hear violations within 14 days after the alleged violations and render a decision within 72 hours and assess the appropriate fine or penalty (**See section on penalties and fines**).
 1. The alleged violator shall be permitted to present evidence or comments prior to the decision
 2. Decision of the Ethics Committee will be final.
- H. Make recommendations for ethics bylaws to the Constitution and Bylaws committee if necessary.
- I. Report fines to the Treasurer for collection.
- J. Prepare a written report to be presented to the Board of Trustees at the meeting following the festival.

An audit of the financials each year will be performed.

Communicate any signage or award needs with the **Facilities Signage Subcommittee**.



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6. EXECUTIVE COMMITTEE

The Executive Committee shall consist of the six elected officers – President, First Vice-President, Second Vice-President, Secretary, Treasurer and Sergeant at Arms. In addition to those duties outlined in the Constitution, the Executive Committee shall:

- A. Meet prior to each meeting of the Board of Trustees to set the agenda for that meeting.
- B. Be responsible for and oversee the various committees as assigned.
- C. Meet with the festival venue at least once prior to the festival to discuss requirements and the contract, and once after the festival to discuss any problems, etc.
- D. Represent DIFI and the festival at other venues and events.

Ex-officio members of the Executive Committee, with voice and vote, shall include the Immediate Past President, the Youth Advisor, and others as nominated by the Executive Committee and approved by the Board of Trustees.



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7. FACILITIES COMMITTEE

This committee shall be responsible for festival facilities. There shall be a chairperson to oversee the entire committee. This person may or may not be the officer responsible for the committee. The Facilities Committee shall include Facilities, Floor Plan, Move-In and Move-Out.

There shall also be a person or sub-committee responsible for each division.

Facilities Sub-committee or Person

The Sub-committee or responsible person shall:

- A. Contact display companies for materials needed by members for booth set-up and secure a written statement of rental charges for items needed.
- B. Prepare a form listing rental charges and distribute form to member organizations in February to be returned in March.
- C. Coordinate facilities in dressing rooms and storage areas.
- D. Coordinate hours for setup and teardown with Floor Plan chairperson and facility hall management.
- E. Transmit statements to DIFI Treasurer who will invoice member organizations for rental, and electrical charges and other equipment and assessments within 30 days following the festival.
- F. Work in conjunction with the person or sub-committee responsible for the Floor Plan to create paperwork which includes a common legend for each member organization to utilize the plot layout, electrical and equipment rental needs. This form shall be distributed no later than the March meeting and due back no later than the April meeting.
- G. Create a spreadsheet for the contracted display company which tallies the equipment rental needs for each member organization.
- H. Create and electrical spreadsheet for venue electrician stating each individual electric appliance being used by each member organization including voltage and wattage; confer with individual member organizations when discrepancies show up from year to another; deliver to venue one month prior to the event.
- I. Work in conjunction with the person or sub-committee responsible for Floor Plan to plot the booth layouts for each individual member organization the common legend on a blown-up layout (supplied by the display company). Each piece of hardware being utilized within the booth space by each individual member organization must be shown or possible shortages of equipment may occur. Confer with individual member organizations when discrepancies show up from one year to another. Deliver to the contracted display company one month prior to the event.

Floor Plan Sub-committee or Person

The sub-committee or responsible person may or may not be the same person responsible for Facilities.

The sub-committee or responsible person shall:

- A. Receive booth requests (size and configuration) from the DIFI Secretary as submitted by the member organizations by the September meeting.
- B. Submit a copy of the overall Floor Plan to the venue for the Fire Marshall/Township Zoning Administrator. Tents over 400 sq ft need building permit and will require several months planning.
- C. If applicable, conduct a selection process for booth selection by member organizations based on the DIFI Secretary's records of attendance and their needs during the February meeting.
- D. Work in conjunction with the person or sub-committee responsible for Facilities to plot the exact location of each electrical appliance being utilized by each member organization with that booth space showing wattage on a blown-up version of the layout (supplied by the display company) for the



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electrician during set up. Confer with individual member organizations when discrepancies show up from one year to the next. Deliver to venue one month prior to the event.

Move-In and Move-Out Sub-committee or Person

The sub-committee or responsible person shall:

- A. Coordinate hours for set-up and tear-down with facility management, unless otherwise arranged for during contract negotiations.
- B. Prepare a plan for efficient move-in and move-out, and present to the member organizations by the last meeting prior to the festival.
- C. Be present to oversee move-in and move-out and be responsible for making any changes necessary as situations arise.

Safety Sub-committee or Person

- Lost Child
- Injuries
- Fire Department/EMS

Signage Sub-committee or Person

- Parking (visitors, officers, members)
- Directions
- QR Codes
- Badges: Kitchen Use, Ethics Committee, Officers, ...
-

Miscellaneous Sub-committee or Person

- Trash/Recycling
- Lobby Tables

The chairperson of the Facilities Committee shall prepare a written report to present at the next meeting of the Board of Trustees after the festival.



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8. FOOD AND BEVERAGE COMMITTEE

This committee shall be responsible for Food, Kitchen Use and Beer/Wine Sales. There shall be a chairperson to oversee the entire committee. This person may or may not be the officer responsible for the committee.

Food Sub-committee

The sub-committee or responsible person shall:

- A. Be responsible for compiling a list of the food items to be sold by individual member organizations during the festival. This list will be made available to the Marketing Committee to be used in advertising (no later than February).
- B. Work in conjunction with the local County Health Department to make sure each member organization complies with the county rules and regulations.

Beer and Wine Sub-committee

The sub-committee or responsible person shall:

- A. Prepare and distribute beer and wine forms to those member organizations planning to sell alcoholic beverages with a deadline of returning the information by the February meeting.
- B. After making a copy of the forms to retain, give forms to overseeing Officer to send for temporary liquor license. Overseeing Officer will arrange with Treasurer to obtain check to cover license fees.
- C. Report any awkward matching of brands and country representation to the responsible officer who shall make the final determination as to the brand/country suitability.
- D. Prepare and distribute guidelines for dispensing and selling alcoholic beverages, in keeping with State of Ohio law.
- E. Inspect booths prior to the opening of the festival to insure the following:
 1. Guidelines are posted
 2. Only brands listed on the forms are being sold
 3. No attempt is being made to mislead the public by using foreign words in place of the brand names.
- F. During the festival, inspect booths periodically to insure guidelines are being followed and no violations are occurring. If violations are found the following steps are to be followed:
 1. Make an attempt to resolve the situation.
 2. If unable to resolve, report the violation to the responsible officer.
 3. If necessary, report the violation to the Ethics Committee for resolution.
- G. Inspect booths to make sure sale of alcoholic beverages has stopped one half hour prior to the close of the festival each day.
- H. Prepare a written report, citing violations, etc. for the meeting of the Board of Trustees following the festival.

Kitchen Sub-committee (Dishwasher, Refrigerator, Freezer)

The sub-committee or responsible person shall:

- A. Distribute a sign-up sheet in January to ascertain who will be using kitchen facilities and the various parts thereof.
- B. Make assignments for space (dishwasher, refrigerator, freezer) as per the sign-up requests.
- C. Prepare a set of guidelines for kitchen use and distribute said guidelines in February.
- D. Prepare (or have prepared) badges for those authorized to use the kitchen and distribute to authorized persons prior to the opening of the festival.
- E. Oversee kitchen use during the festival and report and infractions to the responsible officer.
- F. Prepare a written report, citing violations, etc. for the meeting of the Board of Trustees following the festival.



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Communicate any signage or award needs with the **Facilities Signage Subcommittee**.



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9. MARKETING COMMITTEE

This committee shall be responsible for marketing and promoting the festival and seeking funds to ensure festival success. There shall be a chairperson to oversee the entire committee. This person may or may not be the officer responsible for the committee.

The Marketing Committee shall include the following sub-committees: Advertising (Program, media, posters and flyers, etc.), Corporate Sponsorships/Partnerships, Grants, Digital Marketing (Facebook, Twitter, etc.) There shall be a chairperson for this committee, which may or may not be the assigned officer. There shall also be a person in each sub-committee responsible for overseeing this particular area.

Advertising Sub-committee

The Advertising Sub-committee shall work with the Executive Committee in the selection (or retention) of an advertising agency (as needed) and securing an annual contract (as needed).

The Advertising Sub-committee shall be further divided. The Advertising segment shall have persons responsible for overseeing the Program, Media and other types of promotion.

PROGRAM, POSTERS AND FLYERS DIVISION

The person responsible for the Program, Posters and Flyers Division is responsible for overseeing a sub-committee which shall:

- A. Make decisions about general contents of the Program Flyer, Posters and/or other Flyers, with the approval of the Executive Committee.
- B. Collect information, photos, etc. to be part of the above listed publicity pieces and deliver them to the advertising agency (as needed) charged with creating the document.
- C. Arrange for the printing of the above listed publicity pieces, including:
 1. Choosing the printer, in conjunction with the advertising agency (as needed), and with the approval of the Executive Committee.
 2. Working with the printer (perhaps through the advertising agency (as needed)) to assure the program reflects the wishes of the committee and Board of Trustees.
 3. Making decisions concerning number of materials printed, arrangements for delivery, etc.

The person responsible for the "Other" Division shall be responsible for considering, seeking approval, and implementing other forms of advertising, which might include, but is not limited to, Bus Signs, Yard Signs, Billboards, Bench Signs, etc.

MEDIA ADVERTISING DIVISION

The person or sub-committee responsible for Media Advertising shall work closely with the chosen advertising agency to ensure that coverage is as complete as possible, including, but not limited to, radio, television and print media. This person or sub-committee is also responsible for seeing that articles, interviews, etc. appear in as many newspapers, magazines, newsletters, etc. as possible.

Corporate Sponsorship/Partnership Sub-committee

Corporate Sponsorships/Partnerships shall be assigned to another person or sub-committee. If the advertising agency (as needed) chosen is also assigned to secure sponsorships, the person or sub-committee should work closely with the agency (as needed) to ensure that all avenues of sponsorship are being explored and approached. If the agency (as needed) chosen is not involved in sponsorships, it shall be the responsibility of the sub-committee to develop a strategy and the means necessary for seeking out and securing said sponsorships.

It should be communicated that any member of the Board of Trustees may seek sponsorships. In doing so, the following procedures must be followed:

- A. As soon as someone has a potential sponsor, he/she needs to identify that potential sponsor to the Marketing Committee, the responsible officer and the President and report any direction he/she



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thinks the relationship might take. (For instance, are they looking to be a monetary or an in-kind sponsor, what are they willing to give, and what do they expect in return?)

- B. Everything needs to be in writing/email. After the initial contact with the sponsor, send the Sponsorship Package to the potential sponsor. All email communications should copy the Marketing Committee Chairperson & Marketing Committee Officer and the President. If unique things are desired by the sponsor, a meeting should be held with the Marketing Committee and Executive Committee, if necessary, DIFI should present a written proposal to the potential sponsor. If the potential sponsor is happy with the proposal, it will be necessary to get in writing, exactly what the potential sponsor expects.

ACTION ITEMS:

1. The **SPONSORSHIP PACKAGE** needs to be updated by the Marketing Committee.
 2. A **PATRON PACKAGE** needs to be developed (like Dayton Live (Victoria/Schuster) by the Executive Committee
- C. Finally, a contract needs to be signed by both parties. And if the contract includes services (such as printing or material products) date commitments are needed.
- D. The person making the initial contact may continue to be the lead person on the project, but the Marketing Committee (Sponsorship Sub-committee) must be involved. If the delegate wishes to just identify a potential sponsor, the Marketing Committee will take over.

Members of DIFI should be encouraged to seek sponsors.

Grants Sub-committee

The person or sub-committee responsible for grants shall work in conjunction with the officer responsible for the Marketing Committee and the executive Committee to research, write and submit grants for special activities within the festival.

Digital Marketing Sub-committee

The person or sub-committee responsible for Digital Marketing shall:

- A. Create, maintain and update social media.
1. Oversee content of site
 2. Be in contact with member organizations, officers, committees, etc. to get information and post said information.
 3. Update information as soon as possible to keep the content current.
- B. Shall explore and implement other forms of communication, including, but not limited to Facebook, Twitter, etc.



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10. MEMBERSHIP COMMITTEE

This committee shall be responsible for the getting new member organizations and ensuring new member organizations are successful. There shall be a chairperson to oversee the entire committee. This person may or may not be the officer responsible for the committee.

The Membership Committee shall be responsible for:

- A. Identifying and contacting new prospects
- B. Preparing a packet of forms and information which could include (NOTE: **The New Member Packet needs to be developed**):
 1. Membership application forms
 2. Information about the costs involved in membership
 3. Expectations of membership
 4. Information about how to establish a non-profit status
- C. Offering assistance in completing DIFI Membership application
- D. Receiving completed applications and presenting for approval of the Board of Trustees.
- E. Supplying new member organizations with the necessary documents:
 1. Constitution
 2. Bylaws
 3. Forms, minutes, etc. which were distributed to the Board of Trustees prior to their membership.
- F. Appointing a mentor (member of the committee or other delegate) for the new delegate to:
 1. Answer questions
 2. Assist in understanding the various rules and regulations and how DIFI and the Board of Trustees operate.
- G. Contacting organizations who had been members in the past, but have withdrawn and invite those organizations to apply for reinstatement.
- H. Nurturing member organizations, identifying those who might be having difficulties and/or thinking about withdrawing, and working with them to overcome any difficulties they might have.

Communicate any signage or award needs with the **Facilities Signage Subcommittee**.



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11. NOMINATION-ELECTION COMMITTEE

This committee shall be responsible for the seeking DIFI Officer nominations for open positions (annually there will be 3 open positions and there may be vacancies throughout the year). The Nomination-Election Committee shall consist of three members appointed by the President, who are not candidates for any elected office. The President shall appoint one of the three members as Chairperson.

The committee shall be responsible for putting together a slate of officers to be presented for election by the Board of Trustees. Every effort shall be made to secure persons who:

- A. Have knowledge of the history, mission, Constitution and the different functions of the organization.
- B. Meets the qualifications for candidacy for office, as listed in the Constitution and Bylaws.
- C. Are most capable to fill the office.
- D. Represent an inclusive overall Executive Committee with respect to:
 1. Ethnicity/Race
 2. Gender
 3. Age
- E. Have the time to devote to the office.
- F. Have the best interests of the organization in mind.

In an attempt to present the best slate and ensure an inclusive Executive Committee, the committee shall:

- A. Be ever vigilant throughout the year to identify persons who fit the above requirements.
- B. Present a slate of officers at the May meeting (usually the 3rd weekend of May), complete with short biographies of the nominees and allow time for the organization to become familiar with and ask questions of the nominees.
- C. Present the slate of officers at the June meeting, and move the acceptance of the slate as presented.
- D. Ask for nominations from the floor.

At the June meeting the Nomination-Election Committee shall:

- A. Present nominees for candidacy for officers when nominations are held.
- B. Prepare, conduct and supervise the election of officers.
- C. Verify the eligibility of each candidate with the Secretary.
- D. Distribute ballots to qualified members entitled to vote.
- E. Conduct a secret election, via paper ballot or electronically.
- F. Count the ballots only after balloting has been completed; count only properly marked valid ballots.
- G. Announce and post the results of the election after the votes are tabulated; announce the number of valid ballots cast for each candidate; and to make a full report of the election to the membership prior to the adjournment of the meeting.
- H. Sign a statement verifying the results of the election (each member of the committee) and give certificate to the Secretary to be entered into the minutes of the meeting.
- I. Dispose of the ballots after the adjournment of the meeting.
- J. Be in charge of the installation and may provide an appropriate ceremony for the installation. Installation to take place at the September meeting.

All matters pertaining to any election shall be the responsibility of the Nominations-Election Committee and its decision on all such matters are final unless otherwise overruled by the membership at such meeting.



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12. SCHEDULING COMMITTEE

This committee shall be responsible for determining volunteer needs and developing schedule to support the festival. There shall be a chairperson to oversee the entire committee. This person may or may not be the officer responsible for the committee.

The Scheduling Committee shall usually consist of 2-4 persons and be responsible for:

- A. Overseeing the scheduling of all workers involved in those activities benefiting the entire festival including, but not limited to:
 1. Door Squad (Front & Back)
 2. Ticket Sales during the festival
 3. Wristband booth for beer/wine including Beer Passport.
- B. Collecting data for and preparing a master schedule to include the areas listed above.

Scheduling Sub-committee:

The members of the Scheduling Sub-Committee shall:

- A. Prepare the schedule in such a way to avoid overlapping times by member organizations.
- B. Make decisions, with the approval of the Executive Committee, concerning the number of persons needed for each activity per shift, the number of doors being used, etc.
- C. Meet prior to the February meeting to prepare a rough draft of the schedule for approval of the Executive Committee.
- D. Meet prior to the March meeting to finalize the draft to be distributed at the March meeting of the Board of Trustees. (Following the March meeting, the schedule will be considered final.)
- E. Distribute final schedule to member organizations, making sure the members understand their responsibilities, the expectations of compliance, and the penalties for noncompliance.
- F. Prepare sets of instructions for those scheduled for various activities which should include:
 - Duties and responsibilities
 - How to carry out those duties and responsibilities
- G. Check, especially at shift change times, to ensure compliance with the schedules.
 - The chairperson shall assign a shift manager(s) or point person to oversee scheduling during the festival.
 - If scheduled workers do not report for duty, an attempt shall be made to find the person(s) scheduled by checking with the delegate from that member organization.
 - If the attempt is unsuccessful, the scheduler (or representative shall find the necessary replacement(s) and report the violation to the President and/or Ethics Committee for the necessary penalties to be assessed). (See section on Fines and Penalties)
- H. Prepare a written report for the meeting of the Board of Trustees following the festival.

Door Squad Sub-chairperson:

The member(s) of the Scheduling Committee shall:

- A. Be responsible for control of all doors and exits.
- B. Investigate the facility and obtain a floor plan, showing all doors, their types and locations.
- C. Decide which doors should be used for what purposes, i.e. normal entrances and exits, permanent fire doors, etc.
- D. Coordinate with President/Facilities Committee about fire & safety for festival. This includes safety plans, evacuation planning, lost child and injuries.
- E. Coordinate with members for accountability of door workers before and during festival.



Committee Information (2023)

F. Assist members in complying with requirements before and during festival.

Communicate any signage or award needs with the **Facilities Signage Subcommittee**.



Committee Information (2023)

13. MISCELLANEOUS COMMITTEE

(New in 2023: Combined Special Features/Events, Technology and additions)

This committee shall be responsible for managing diverse miscellaneous tasks that may not be considered a committee but are generally assigned to a single person (or two) to manage. There shall be a chairperson to oversee the entire committee. This person may or may not be the officer responsible for the committee.

The Miscellaneous Committee shall be responsible for any other parts of the festival which are not handled in other committees such as, but not limited to, workshops, items to be sold by DIFI, etc.

The committee shall:

- A. Receive and/or make suggestions for special features as deemed fitting for a particular festival.
- B. Be responsible for the implementation, ordering, scheduling, and/or overseeing special features with the approval of the Board of Trustees.
- C. Work in conjunction with whichever committees deemed necessary to carry out the project.
- D. Prepare a written report for the meeting of the Board of Trustees following the festival.

a. Children's Parade Sub-committee (Barb & Charles Cerny):

The sub-committee or person responsible for DIFI's part in the Children's Parade shall:

- A. Receive information from the Parade planners and disseminate this information to the membership via reports, flyers, etc.
- B. Encourage participation in the parade
- C. Oversee participation on the day of the parade.

b. Education Sub-committee:

The sub-committee shall:

- A. Educate the member organizations about the various aspects of DIFI and the various ethnic groups involved in DIFI.
- B. Educate the public about DIFI and the various member organizations, aspects and ethnic groups within DIFI.
- C. Work with a number of groups such as schools and other organizations (Girl and Boy Scouts, religious organizations, etc.) to educate about DIFI and the various cultures of the world.

c. Insurance (Don Hayashi):

- A. Work with Insurance Provider to develop policy needs to support festival at affordable price.
- B. Work with Secretary to get insurance information from member organizations to Insurance Provider as needed.

d. WebSite Administration (Wayne Gulden):

- A. Monitor web performance, including preventing hacking.
- B. Control domain names with our registrar, make sure to renew them as needed.
- C. Control the email accounts and forwarders.
- D. Select and monitor our web hosting provider, currently a2hosting, in Ann Arbor.
- E. Back the sites up periodically, currently to a DIFI gmail account.
- F. Keep the Wordpress software updated, including the plugins.

e. DIFI Storage Locker MoveIn-MoveOut:



Committee Information (2023)

- A. Coordinate with membership to move items from storage locker to venue
- B. Coordinate with membership to return items to storage locker from venue

C. Temporary Committee – DIFI Storage Locker

- a. Review items in storage (package; electronically save; eliminate)
- b. Find new storage space (10x10)
- c. Move items from old storage locker to new location
- d. Cancel old storage locker

f. Sunshine (Nelda Chandler):

- A. Send cards, make calls and/or visits, and generally convey the well-wishes of the DIFI membership to members and the families of members who are ill, hospitalized, mourning the loss of a family member, or otherwise in need of encouragement.
- B. Report on the well-being of members and families of members.

g. Naturalization (Mary Reaster):

- A. Work with Federal judge to develop schedule and security to meet their needs.
- B. Work with Facilities Committee and President to ensure safety and security of guests.

Communicate any signage or award needs with the **Facilities Signage Subcommittee**.



Committee Information (2023)

14. YOUTH COMMITTEE

This committee shall be responsible for promoting culture through friendship and understanding and to educate the public and one another about each individual ethnicity. This committee will engage in working, dancing and promoting the A World A'Fair. There shall be a chairperson to oversee the entire committee. This person will NOT be the officer responsible for the committee because the Officer will need to attend the Board meeting.

Requirements for Active Membership:

Ages 13 through 20 may participate. Each ethnic group may have as many members as they wish. Each person must attend 75% of all meetings, unless excused by the Advisor, to be considered an active member. All members must complete a Youth Group Registration form and get approval by the participating organization.

Election Procedure:

A nominating committee of 3 members is to be appointed by the current President of the Youth Group committee and approved by the advisor. The method of secret ballot will be used. The votes will be counted and then destroyed after the election by the advisor. The election will be held at the June meeting. If there are not enough active members present at this meeting the officers will be appointed by the advisor.

Exception: If no June meeting of the Youth Group, the Officers can be appointed by the Advisor as needed.

Responsibilities of the Youth Group Nominating committee:

To complete a list of the nominees

To organize and conduct the election To announce the results

Qualification for Nominated Officers:

SUSPEND (23-24): Must be an active member of the Youth Committee for at least one year.

Nominees need not be present if there is a written statement signifying acceptance of the nomination.

Nominees before the election should state their views on their performance of the office duties.

Election committee members are eligible for office.

Offices and Responsibilities

No officer who is a contestant for "Ambassador" pageant is permitted to handle correspondence to the judges or involvement sheets of the contestants. The advisor will handle the involvement sheets and be responsible for obtaining the judges for the pageant and the adult committee will approve it.

President:

Shall conduct meetings

Shall enforce guidelines of the Youth Committee Shall organize activities that are appropriate

Shall report activities of Youth Committee to the Board of Trustees

Vice-President/Culture:

In absence of the President, Vice-President shall act as President and assume all duties, responsibilities, and powers of the President.

Responsible for the layout of the booth

To help write the cultural description of the youth booth Overseeing the preparation and display of the



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youth booth Appoint a set-up and tear-down committee for the booth

Secretary/Marketing:

In absence of the President and the Vice-President, the secretary shall act as President and assume all duties, responsibilities, and powers of the President.

Shall take attendance at each meeting

Shall read all documents and correspondence at meetings Shall take minutes of every meeting

Shall be responsible for typing and distribution (via email when possible) of minutes and other reports

Minutes shall be distributed to each Youth Group member, Advisor, DIFI Secretary and DIFI President

Shall compile, update and distribute roster of Youth Committee Shall notify all members of time changes and upcoming events Work closely with the Marketing Committee of DIFI and Advisor Responsible for all press releases and press release forms and work with Marketing to distribute

Responsible for promoting the Youth Committee

Treasurer:

Shall keep all records of expenses

Shall keep contact with DIFI Treasurer to ensure the accuracy of the Youth Committee's budget and spending

Shall record all bills given to the Advisor and turn them into DIFI Treasurer

Submit a proposed budget before the October meeting.

Sgt At Arms:

Shall be a responsible person who must keep orderly conduct during the meeting

Shall be responsible to make sure the meeting area is cleaned up after meetings

Historian/Social Media:

Responsible for gathering information and taking pictures of youth group activities

Responsible for the organization of all information in an orderly manner

Setup Facebook page: Currently have a Private DIFI Youth Group

Appointed Committees: as needed by the Advisor

Activities (to include but not limited to)

Ambassador Contest

The Youth Committee shall be responsible for the planning, organizing, conducting, and promoting the Ambassador Contest and Carl Day Memorial Scholarship.

Must follow stated **guidelines for the Ambassador Contest** and the Youth Committee shall be responsible for the ENFORCEMENT of these guidelines

A World A'fair

Participate in daily opening ceremonies and parade during the weekend of the A World A'fair

Responsible for maintaining a cultural booth to be judged Responsible for setting up and taking down of the booth



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Be in the Booth according to set schedule time, in ethnic dress unless previously discussed and approved by the Youth Group Advisor

Jr Ambassador: The Youth Committee shall be responsible for developing and enforcement of the **Jr Ambassador Contest Guidelines.**

Children's Parade: The Youth Committee shall participate in the Children's Parade.