

## **BASIC JOB EXPECTATIONS FOR COMMITTEES AND COMMITTEE CHAIRS**

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Following the example of the document created for the 2006 festival, the following information has been modified to meet current needs. (Note: the Education Committee has been eliminated as a separate committee and included as part of the Outside Events Committee and the Special Features Committee has been created.) There are still twelve committees and each officer is responsible for overseeing two committees. It is not necessarily the responsibility of the officer to chair the committee, although this may occur in certain instances. In some cases, there may be subcommittees or various persons responsible for different areas within the committee. As the need arises certain ad hoc committees may be formed for a purpose specific to a particular festival.

The 12 Standing Committees shall be:

- 1) CONSTITUTION AND BYLAWS COMMITTEE
- 2) CULTURE COMMITTEE (Consists of former Culture Committee and Awards Committee)
- 3) ENTERTAINMENT COMMITTEE (Consists of former Entertainment Committees for both the Formal and Informal Stages, Outdoor Stage (if applicable), and Opening Ceremonies Committee)
- 4) ETHICS COMMITTEE (Consists of former Ethics Committee and Audit Committee)
- 5) FACILITIES COMMITTEE (Consists of former Facilities/Floor Plan Committee - now divided into two separate subcommittees, and the Move-In/Move-out Committee)
- 6) FOOD AND BEVERAGE COMMITTEE (Consists of former Beer/Wine Committee, Kitchen Committee, and a new subdivision to oversee food handling in booths)
- 7) MARKETING COMMITTEE (Consists of former Marketing and Advertising Committee, Corporate Sponsorship/partnership Committee and a new subcommittee for Grants)
- 8) MEMBERSHIP COMMITTEE (With expanded responsibilities)
- 9) NOMINATING COMMITTEE
- 10) OUTSIDE EVENTS COMMITTEE (Consists of former Miss A World A'Fair Pageant Committee, International Ball Committee, Children's Parade Committee and may involve others as needed)
- 11) SCHEDULING COMMITTEE (A new committee created to handle the scheduling of various areas)
- 12) SPECIAL FEATURES COMMITTEE (A new committee created to handle special features of the festival, including, but not limited to, workshops, etc.)

Other appointments to fill various areas will be made by the Executive Committee (but will not be listed as or under a committee) and will include:

- 1) Sunshine
- 2) Advance Sale Tickets
- 3) Same Day Sales Tickets
- 4) Youth Advisor

These Basic Job Expectations will be used as a guide for the various committees.

## **CONSTITUTION and BYLAWS COMMITTEE**

The first duty of the committee shall be to examine the present 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:

1. Review Constitution and Bylaws as a whole annually to:
  - a) Make sure what is being done "in practice" is in keeping with Constitution and Bylaws
  - b) Suggest changes to Constitution and Bylaws
  - c) Present such changes to the Board of Trustees for consideration and possible adoption
2. Meet as the need arises to handle any situation which might arise
3. Receive recommendations from the membership for changes or additions to the Constitution and/or Bylaws. Upon receipt of such recommendations, the committee shall:
  - a) Consider the recommendation
  - b) Report, at the next meeting of the Board of Trustees, the recommendation and their findings concerning that recommendation, inviting discussion.
  - c) If appropriate, prepare the recommendation for adoption following the protocol outlined in the Constitution and/or Bylaws.

## **CULTURE COMMITTEE**

The Culture Committee shall be comprised of Culture and Awards subcommittees. There shall be a chairperson to oversee each divisions of the committee. This person may or may not be the officer responsible for the committee. Each division shall have a person or subcommittee responsible for that division.

### **Culture**

The Culture subcommittee shall be composed of three persons, one of whom is designated to be the subchairperson.

The subcommittee shall:

1. Prepare and distribute a sheet listing the guidelines for booth exhibits for cultural displays as found in the DIFI Guidelines.
2. Set criteria for judging cultural themes in booths, with the approval of the Executive Committee and the Board of Trustees.
3. Encourage all member organizations to participate in the judging.
4. Set criteria for judges, with the approval of the Executive Committee and the Board of Trustees.
5. Prepare and distribute judging forms with instructions to member organizations.
6. Receive completed forms from judges and tally scores.
7. Prepare ballots for the People's Choice Awards and decide on a location for ballot collection.  
(Note: Committee may choose not to have a People's Choice Award.)
8. Tally scores for the People's Choice Awards.
9. Work in conjunction with the Opening Ceremonies subcommittee or chairperson to present awards. The way these awards are announced, who will announce them, etc. shall be a joint effort between the two subcommittees.
10. Report any infractions or violations to the responsible officer, and together with the member organization, shall try to correct the infraction.
11. Prepare a written report, citing violations, etc. for the meeting of the Board of Trustees following the festival.

### **Awards**

The person responsible or the subcommittee shall:

1. Work in conjunction with the culture subcommittee to decide the number and categories of awards.
2. Order appropriate ribbons or other prizes for winners.
3. Assist in the Awards Ceremony as decided upon by the Culture and Opening Ceremonies subcommittees.

## **ENTERTAINMENT 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.

Each division shall have a person or subcommittee responsible for that division.

### **Formal and Informal Stages**

There shall be a sub-chairperson for the Formal Stage and a sub-chairperson for the Informal Stage.

Both will work with the Entertainment Committee. They shall:

1. Be in charge of the entertainment schedules.
2. Prepare and distribute Entertainment Guidelines.
3. Have the authority to make all assessments and report any infractions of the Entertainment Guidelines to the responsible officer.
4. Designate date, time, and place to receive applications and tapes which are to be submitted by member organizations.
5. Be responsible for the setting up of staging, lighting, and other technical procedures for entertainment production.
6. Coordinate with the Opening Ceremonies Committee and with the appropriate chairperson of any other staged ceremonies.
7. Schedule meetings with the Entertainment Chairpersons of each member organization and/or the Director of each performing group or its representative.
8. Have the option of suggesting other entertainment units as are appropriate to the spirit of the festival and invite them to participate (with the approval of the Board of Trustees).
9. 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.
10. Prepare a written report to present at the next meeting of the Board of Trustees after the festival.

### **Outdoor Stage (if applicable)**

There shall be a sub-chairperson for the Outdoor Stage. He/she shall:

1. Be responsible for finding entertainment for the outdoor stage.
2. Work in conjunction with the sub-chairpersons of the formal and informal stages to coordinate and prepare schedule.
3. Be responsible to make sure entertainers are on stage at the appropriate times and offer assistance Wherever necessary.
4. Prepare a written report to present at the next meeting of the Board of Trustees after the festival.

### **Opening Ceremonies**

There shall be a sub-chairperson responsible for the Opening Ceremonies who shall:

1. Coordinate with the Executive Committee the Opening Ceremonies on stage during the first day of the festival
2. Be responsible for parade lineup each day of the festival.
3. Work with the person responsible for the flag ceremony dance to see that dancers are

## **ENTERTAINMENT (continued)**

sought, rehearsals are arranged, and dancers are prepared to perform each day following the parade.

4. Coordinate with the Culture Committee to prepare for and organize the Awards Ceremony on Saturday.

## ETHICS COMMITTEE

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

### Ethics

The subcommittee shall:

1. Oversee compliance to the Guidelines and to resolve violations of said Guidelines.
2. Meet at least once prior to the festival.
3. [amended] The above named person will complete the form which designates the nature of the violation and will observe the violation as soon as possible.
4. Survey the booths prior to the opening of and during the festival to insure compliance to:
  - a) Health, fire and safety regulations
  - b) Guidelines concerning the sale of food and beverages
  - c) Guidelines concerning cultural displays
  - d) Guidelines concerning music, noise, etc.
  - e) Prevent anything that is not in good taste, the spirit of cooperation, and the aims of DIFI and the festival.
5. Attempt to resolve any problems arising at the festival. If resolution cannot be accomplished, shall report problem to the responsible officer.
6. Hear Guidelines violations within 14 days after the alleged violations and render a decision within 72 business hours and assess the appropriate fine.
  - a) The alleged violator shall be permitted to present evidence or comments prior to the decision.
  - b) Decision of the Ethics Committee shall be final.
7. Make recommendations for ethics guidelines to constitutional committee if needed.
8. Report all fines to the treasurer.
9. Prepare a written report to be presented to the Board of Trustees at the meeting following the festival. [added] The Ethics Committee Chairperson or any committee member may be permitted to give a verbal warning of minor infractions before resorting to the written procedure.

### Audit

The Audit Committee may be composed of the same members of the Ethics Committee and shall:

1. Be familiar with the DIFI constitution, bylaws and guidelines.
2. Meet at least twice during the festival year.
3. Be responsible for auditing any ANY aspect of DIFI.
4. Be responsible for auditing ONE aspect of any of DIFI's procedures and required to give a report to members.
5. Be responsible to audit ONE aspect of any financial aspect of DIFI and required to give a report to the members.

## **FACILITIES COMMITTEE**

The Facilities Committee shall include Facilities, Floor Plan, Move In and Move Out. There shall be one chairperson (who may or may not be the officer responsible for this committee) to oversee the various divisions. There shall also be a person or subcommittee responsible for each division.

**Facilities** (may or may not be the same person or subcommittee responsible for the floor plan)

The subcommittee or responsible person shall:

1. Contact display companies for materials needed by members for Barth set up and secure a written statement of rental charges for items needed.
2. Prepare a form listing rental charges and distribute form to member organizations in February to be returned in March.
3. Coordinate facilities in dressing rooms and storage area.
4. Transmit statements to DIFI treasurer who will invoice member organizations for 1700th rental, electrical charges and other equipment and assessments within 30 days following the festival.
5. Work in conjunction with the person or subcommittee responsible for the Floor Plan to create paperwork which includes a common legend for each member organization to utilize to plot layout, electrical and equipment rental needs. This form shall be distributed no later than March and due back no later than April.
6. Create a spreadsheet for the contracted display company which tallies the equipment rental needs for each member organization.
7. Create an electrical spreadsheet for DCC 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 one year to another); deliver to DCC on week prior to the event.
8. Work in conjunction with the person or subcommittee responsible for Floor Plan to plot the Barth 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 Barth 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 week prior to the event.

**Floor Plan** (may or may not be the same person or subcommittee responsible for Facilities)

The subcommittee or responsible person shall:

1. Receive booth requests (size and configuration) from the DIFI secretary as submitted by the member organizations by the November meeting.
2. Submit by January a copy of the overall Floor Plan to the Convention Center Superintendent of Operations for Fire Marshall approval.
3. Conduct a selection process for Barth selection by member organizations based on the DIFI secretary's records of attendance and their needs during the February meeting.
4. Work in conjunction with the person or subcommittee 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 electrician during set up (confer with individual member organizations when discrepancies show up from one year to another); deliver to DCC on week prior to the event.

## **FACILITIES (continued)**

### **Move In and Move Out**

The subcommittee or responsible person shall:

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

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.



## **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.

There shall be a person or subcommittee responsible for each of the three divisions.

### **Food**

The subcommittee or responsible person shall:

1. 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.
2. Work in conjunction with the Montgomery County Health Department to make sure each member organization complies with the county rules and regulations.

### **Beer and Wine**

The subcommittee or responsible person shall:

1. Prepare and distribute beer and wine forms to those member organizations planning to sell alcoholic beverages with a deadline of returning information by the March meeting.
2. After making a copy of forms to retain, give forms to treasurer to send for temporary liquor license.
3. Report any awkward matching of brands and country represented to the responsible officer who shall make the final determination as to brand/country suitability.
4. In keeping with State of Ohio law, prepare and distribute guidelines for dispensing and selling alcoholic beverages.
5. Inspect booths prior to the opening of the festival to insure the following:
  - a) Guidelines are posted.
  - b) Only brands listed on the forms are being sold.
  - c) No attempt is being made to mislead the public by using foreign words in place of the brand names.
6. 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:
  - a) Make an attempt to resolve situation.
  - b) If unable to resolve, report violation to responsible officer.
  - c) If necessary, report violation to the Ethics Committee for resolution.
7. One half hour prior to close of festival each day, inspect booths to make sure sale of alcoholic beverages has stopped.
8. Prepare a written report, citing violations, etc. for the meeting of the board of Trustees following the festival.

### **Kitchen**

The subcommittee or responsible person shall:

1. Distribute a sign-up sheet in January to ascertain who will be using the kitchen, the cooler and/or the freezer.
2. Make assignments for space in the kitchen as per the sign-up sheet requests.
3. Prepare a set of guidelines for kitchen use and distribute said guidelines in March.
4. Prepare (or have prepared) badges for those authorized to use the kitchen and distribute

## **FOOD AND BEVERAGE (continued)**

to authorized persons prior to the opening of the festival.

5. Oversee kitchen use during the festival and report any infractions to the responsible officer.

6. Shall prepare a written report, citing violations, eave for the meeting of the Board of Trustees following the festival.

## MARKETING COMMITTEE

Shall include the following sub-divisions:

1. Advertising
  - a) Program
  - b) Media
  - c) Posters and Flyers
  - d) Other
2. Corporate Sponsorships/partnerships
3. Grants
4. Web Page

There shall be a chairperson for this committee, which may or not be the assigned officer. There shall also be a person in each sub-division responsible for overseeing this particular area.

### Advertising

The Advertising Committee shall work with the Executive Committee in selection of an advertising agency direction given to that agency.

Advertising shall be further broken down. The Advertising segment shall have persons responsible for overseeing the Program, Media and other types of getting word out.

The person responsible for the Program is responsible for overseeing a sub-committee which shall:

1. Make decisions about general contents of program flyer with the approval of the Executive Committee.
2. Arrange for the printing of the program flyer, including:
  - a) Choosing the printer, with the approval of the Executive Committee and Board of Trustees
  - b) Working with the printer to assure the program reflects the wishes of the committee and Board of Trustees.
  - c) Making decisions concerning number of program flyers printed, arrangements for delivery, etc.

The person or sub-committee responsible for Media advertising shall work closely with the chosen advertising agency to insure that coverage is as complete as possible, including 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.

The person or sub-committee responsible for Posters and Flyers is responsible for working with those preparing the posters and flyers. (Note: This could be the advertising agency, an individual on the sub-committee, an individual chosen from outside the committee, or someone involved in a different way – i.e. Jim Rohal.) Said responsibilities would include arranging for design, printing and distribution.

The person or sub-committee responsible for other advertising should be flexible and on the lookout for any other avenue or venue where DIFI and the festival in particular can be highlighted.

### Corporate Sponsorships/Partnerships

Corporate Sponsorships/partnerships shall be assigned to another person or sub-committee. If the advertising agency chosen is also assigned to secure sponsorships, the person or sub-committee

## **MARKETING (continued)**

should work closely with the agency to insure that all avenues of sponsorship are being explored and approached. If the agency 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:

1. 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 thinks the relationship might take, for instance, are they looking to be a monetary or in-kind sponsor, what are they willing to give, and what do they expect in return?
2. Everything needs to be in writing. After the initial contact with the sponsor, and after conferring with the Marketing Committee, and Executive Committee if necessary, DIFI should present a written proposal to the potential sponsor. If, immediately after or after negotiations are completed, the potential sponsor is happy with the proposal, it will be necessary to get in writing, exactly what the potential sponsor expects.
3. 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.
4. The person making the initial contact may continue to be the lead person on the project, but the Marketing Committee (Sponsorship Subcommittee) must be involved. If the delegates wishes to just identify a potential sponsor and allow the committee to handle it completely, that is fine too.

### **Grants**

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 specify activities within the festival.

### **Web Page**

The person or sub-committee responsible for the Web Page shall oversee the content of the page, be in contact with member organizations, officers, committees, etc. to get information, and post said information.

## MEMBERSHIP COMMITTEE

The Membership Committee shall be appointed and be shall be responsible for

1. Identifying and contacting new prospects
2. Preparing a packet of forms and information packet could include: necessary for applying for membership. Said packet could include:
  - a) Membership application forms
  - b) Information about the costs involved in membership
  - c) Expectations of membership
  - d) Information about how to establish non-profit status
3. Offering assistance in completing application
4. Receiving completed application and presenting for approval of the Board of Trustees.
5. Supplying new member organizations with the necessary documents:
  - a) Constitution
  - b) Guidelines or Bylaws
  - c) Forms, minutes, etc. which were distributed to the Board of Trustees prior to their membership.
6. Appoint a mentor (member of the committee or other delegate) for the new delegate to:
  - a) Answer questions
  - b) Assist in understanding the various rules and regulations and how DIFI and the Board of Trustees operate.
7. Contacting organizations who have been members in the past, but have withdrawn and invite those organizations to apply for reinstatement.
8. 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.

## **NOMINATING COMMITTEE**

The Nominating 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:

1. Have knowledge of the history, mission, constitution and the different functions of the organization.
2. Are the most capable to fill the office.
3. Represent an inclusive overall executive committee with respect to:
  - a) Ethnicity/Race
  - b) Gender
  - c) Age
3. Have the time to devote to the office.
4. Have the best interests of the organization in mind.

The Nominating Committee shall be ever vigilant throughout the year to identify persons who fit the above requirements.

The Nominating Committee shall present a slate of officers at the May meeting, complete with short biographies of the nominees to allow time for the organization to become familiar with the nominees, and to ask questions of the nominees.

The Nominating Committee shall present the slate of officers at the June meeting, and move the acceptance of the slate as presented.

NOTE: The president shall then ask for nominations from the floor and conduct the election.

## **OUTSIDE EVENTS COMMITTEE**

The committee shall consist of subcommittees or persons responsible for any DIFI sponsored event, or event of which DIFI is a part other than the festival including, but not limited to:

1. Children's Parade
2. Miss A World A'Fair Pageant/International Ball
3. Education

### **Children's Parade**

The person responsible for DIFI's part in the Children's Parade shall:

1. Receive information from Parade planners and disseminate this information to the membership via reports, flyers, etc.
2. Encourage participations in the parade.
3. Oversee participation on the day of the parade.

### **Miss A World A'Fair Pageant**

A subcommittee shall be comprised of the Youth Advisor, as sub-chairperson, up to two members of the youth group and up to three representatives from the adult membership. Those youth planning to participate in the pageant and contestants or escorts may not be members of the subcommittee. The subcommittees shall;

#### **Pageant**

1. Annually review:
    - a) guidelines for contestants, including expectations, conduct and responsibilities for the contestants, escorts and judges;
    - b) the application form complete with involvement sheet;
    - c) approved questions for judges to ask contestants;
    - d) score sheet for judges
  2. Distribute information to the general membership including, but not limited to, the guidelines and applications forms, in a timely manner.
  3. Decide upon the date, location and time prior to the printing of the directory.
  4. Select judges, who may or may not have been judges in previous years.
  5. Plan format, schedule and order of events for the pageant including choosing the Master/Mistress of Ceremonies, preparation of the printed program, etc.
  6. Oversee rehearsals .
  7. Be on hand to set up for pageant, oversee the event and assist in clean-up, if necessary.
  8. Review pageant and make recommendations for future pageants.
  9. Prepare a written report for the meeting of the Board of Trustees following the event.
- The Sub-chairperson shall be responsible for the safe keeping of the envelope containing the judges decision.

#### **International Ball**

1. Choose the menu and negotiate contract with approval of the Executive Committee and Board of Trustees.
2. Choose DJ or band and negotiate contract, with approval of the Executive Committee and Board of Trustees.
3. Arrange for and issue invitations for Master/Mistress of Ceremonies and for other invited guests (if different from Pageant).
4. Be responsible for publicizing the event.

## **OUTSIDE EVENTS (continued)**

5. Prepare and distribute forms for ordering tickets for the event and receive complete forms.
6. Oversee floor plan, general set up and other physical arrangements of the site.
7. Be on hand to assist in set up of location, welcome arrivals, oversee the event and assist in clean-up.
8. Review event and make recommendations for future balls.
9. Prepare a written report for the meeting of the Board of Trustees following the event.  
(This report may be in conjunction with the Pageant report.)

### **Education**

The subcommittee shall:

1. Educate the member organizations about the various aspects of DIFI and the various ethnic groups involved in DIFI
2. Educate the public about DIFI and the various member organizations, aspects and ethnic groups within DIFI.
3. 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.



## **SCHEDULING COMMITTEE**

The Scheduling Committee shall be responsible for:

1. Overseeing the scheduling of all workers involved in those activities benefiting the entire festival, including, but not limited to:

- a) Door Squad
- b) Ticket Sales during the festival
- c) Worker/Entertainer Sign-in
- d) Wristband booth for beer/wine

2. Collecting day for and preparing a master schedule to include the areas listed above.

The Committee shall:

- a) Prepare the schedule in such a way to avoid overlapping times by member organizations.
- b) With the approval of the Executive Committee, make decisions concerning the number of persons needed for each activity per shift, the number of doors to be used, etc.
- c) Meet prior to the February meeting in order 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.
- e) Following receipt of schedule by the Board of Trustees, that schedule is final.

3. Distributing completed schedule to member organizations, making sure the members understand their responsibilities, the expectations of compliance, and the penalties for non-compliance.

4. Preparing sets of instructions for those scheduled for the various activities which should include:

- a) Duties and responsibilities
- b) How to carry out those duties and responsibilities

5. Checking, especially at shift change times, to insure compliance with the schedules.

- a) The Chairperson shall assign a shift manager(s) (point person) to oversee scheduling during the festival.
- b) 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.
- c) If the above attempt is unsuccessful, the scheduler (or representative) shall find the necessary replacement(s), and report the violation for the necessary penalties to be assessed.

6. Preparing a written report for the meeting of the Board of Trustees following the festival.

## **SPECIAL FEATURES COMMITTEE**

The Special Features 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:

1. Receive and/or make suggestions for special features as deemed fitting for a particular festival.
2. Be responsible for the implementation, ordering, scheduling, and/or overseeing special features with the approval of the Board of Trustees.
3. Work in conjunction with whichever committees deemed necessary to carry out the project.
4. Preparing a written report for the meeting of the Board of Trustees following the festival.