



## **AKITA CLUB OF AMERICA**

### **SHOW COMMITTEE**

### **POSITION OUTLINES**

### **SITE COORDINATOR**

#### **GENERAL INFORMATION**

The site coordinator is a board-appointed position and is usually occupied by the same person for some time. Essentially the site coordinator is responsible for all details involved with the site and all arrangements with the hotel; whereas, the show chair is responsible for all the activities and events at the show. The site coordinator is responsible for financial arrangements with the hotel and is the only person other than the treasurer and show chair who can charge to the club account with the hotel

The Site Coordinator is responsible for selecting the site, based on the rotation schedule established by the board. This is done about two years in advance of the show and is based on the requirements of the club. This includes some place to have agility, obedience, rally, and the show itself as well as exercise areas, vendor set up, adequate rooms and a reasonable room rate. RV parking areas, adequate parking for exhibitors, and ballroom space for events as well as the show are essential. Overflow hotels need to be available as well as access to an airport that can handle shipping large dogs. Hotel availability and the site itself determine the date of the national. All this has to be done before judges can be hired. This process is done by the Site Coordinator and the board