



### Teaching and Learning Fair – Call for Coordinator/s

The North American Society for Sport Management is pleased to announce an open call for a Coordinator/s for the conference's Teaching and Learning Fair. Jackie Cuneen and Dianna Gray have served as the coordinators since its inception in 2009. This will be their last year serving as coordinators and, as such, NASSM must find other members to fill this role (a three year appointment). Please note that Jackie and Dianna have offered to provide assistance to the incoming coordinators. The minimum qualifications, deadline for application, and operating codes for the position are listed below.

Qualifications: -NASSM member/s for at least 5 years (\*Please note that up to two individuals can apply together)  
-Fair presenters for at least 2 years  
-A vita (no longer than 2 pages) outlining other qualifications

Deadline: Applications are due January 9<sup>th</sup>, 2012. Please send the applications directly to Jackie Cuneen ([jcuneen@BGSU.edu](mailto:jcuneen@BGSU.edu)).

### **Operating Code For The NASSM Teaching & Learning Fair**

#### **I. Name**

The title of this appointed position shall be Coordinator of the North American Society for Sport Management (NASSM) Teaching & Learning Fair. (Note. This appointment may be for one or two individuals. Candidates shall have been NASSM members for a minimum of 5-years and Fair presenters/displays for a minimum of 2-years.)

#### **II. General Duties**

A. Primary Responsibilities:

1. Coordinate the submission, approval, and presentation/display processes for the annual NASSM Teaching & Learning Fair held in conjunction with and as part of the annual NASSM conference.
2. Report on the progress and/or outcome of the Fair, as requested by the Executive Council.
3. Serve as Program Chair(s) for the Fair. Responsibilities include, but are not limited to:
  - a. Serve as liaison(s) between the Executive Council and the institution/individual responsible for the conduct of the annual conference.
  - b. Oversee decisions regarding facilities, and inclusion of the Fair presenters/displayers and abstracts in the printed program (the Conference Manager is responsible for the publication of the Conference proceedings).
  - c. Manage the Fair processes which includes:
    - 1) Placing the *Call for Presenters* (attached) on the NASSM Conference WWW site and Listserve approximately 2-weeks following the deadline for abstract submission for the NASSM main program,
    - 2) Proofing submitted abstracts to determine adherence to the guidelines,
    - 3) Sending of confirmation letters to Fair presenters,
    - 4) Sending an alphabetical list of presenters and abstracts to the Conference Manager no later than March 1 and requesting the appropriate number of display tables,
    - 5) Being present for the duration of the Fair to oversee the event.
4. Perform other duties as assigned.
5. This shall be a 3 year appointment.

B. Secondary Responsibilities:

1. Liaise with the Conference Manager and host institution/venue on emerging/developing issues.

III. **Amendments**

Recommendations for revision and/or amendments to this code shall be submitted to the Executive Council for approval.