Facilities Chair

Job Description and responsibilities:

1. Work with the college dean, council advisor and council office staff to locate the college venue, including the designation of rooms and spaces, the registration area, the general assembly area, and the dining space.

2. Work closely with the registrar, program deans and ceremonies chairmen to meet their facility needs.

3. Work with the food service chairman to locate and set up spaces for a continental breakfast, snacks and the lunchroom.

4. Arrange for an emergency first aid staff member (EMT, nurse, or doctor).
5. Arrange for the electronic equipment needed to support program operations.
6. Arrange for all non-electronic equipment and services needed to support program operations.

7. Arrange for tables and chairs, display boards and rostrums as needed.
8. Needs to recruit an equipment manager and an IT technical manager
9. Recruit staff members to:
    a. Set up the facility on the night before the college is held.
    b. Set up the rooms with the necessary electronics to support the webcasts.
    c. Prepare and put the necessary signage.
    d. Develop facility maps for the registrar and program deans.
    e. Provide facility and technical support throughout the day.
    f. Provide a cleanup crew following the event.

Selection Criteria

1. Has resources to obtain the necessary materials and electronics
2. Has contacts to help locate appropriate facilities
3. Is physically fit to move large quantities of furniture and equipment.
4. Has or has access to a work vehicle to transport materials, furniture and equipment.

Facility Selection Criteria

This criterion is a guideline to help you plan your college. For example, if you want to hold your college in the middle of a park or a forest and the other criteria can be met, then plan accordingly. Adjust the list for other differences such as food service.

Location

- Near a major interstate, beltway or major highway
- Safe area, well-lit and protected
- Easy for everyone to find

Type of facility

- Single story if possible
- Council Headquarters
- High School, Junior College or College
- Vacant office building
- Scout Camp
- Business facility with meeting rooms

Accommodations

- Entrance is large enough to handle registration area requirements.
- Large general meeting area to hold all the attendees and can double as a lunchroom or large lecture room.
- Have a sufficient number of classrooms to meet the course schedule, with each classroom having the capacity of up to 25 students.
- One medium sized room for staff and administration activities.
- Restroom facilities, with handicap access.
- Sufficient parking to accommodate the expected participation.
- Meets the Americans with Disabilities Act (ADA) accommodations for parking and building.

- Kitchen area with refrigerator, freezer, microwave and work counters (depending on food service planned).

Electronics

- Facility has internet access.
- Computer projection equipment if needed by instructors.
- Sound system with volume controls for large meeting area.

Classrooms and Meeting Areas

- Classroom seating for 25 students, either student desk chairs or tables and chairs.
- Table(s) for instructor laptop computer, computer projector, and projection screen.
- Easel with drawing pad, markers, projection screen, or electronic “white” board.
- The large meeting area needs to accommodate all participants, staff, and guests.
- Speaker’s platform or podium in large area, with chairs for speakers.