

Official Panel Liaison (OPL)

Job Description



In cooperation with the Chair for Regional Convention (CRC), arranges panel housing

Communicates regularly with panel members, informing them of all convention arrangements

Arranges transportation for panel members

Facilitates meal functions – makes reservations and arranges transportation as required

Issue invitations as directed to by the panel chair

Arranges complimentary convention registrations

Provides each panel member with a regional convention program

Notifies CRC of hospitality needs in the official panel's rest area/parlour – provides reasonably comfortable chairs, preferably padded with straight backs, for members of the judging panel

Notifies CRC of supplies/equipment needs at competition site

In accordance with regional standing rules and procedures and as outlined in Section D of the Guidelines for Regional Convention, makes arrangements for trial scorers

In cooperation with the CRC, makes arrangements for the photocopying and faxing of official results

Prepares contestant packet envelopes in advance

Attends official inspections

Attends briefings

Following each competition session, works with the panel secretary in distributing contestant packets and official results

Distributes or mails contestant packets that are not picked up during the allocated time

Completes international and regional final reports, as designated

Forwards Guidelines to Regional Convention document and files to successor, if applicable

Competencies

- Strong organisation and administrative skills
- Excellent communication and intrapersonal skills
- Able to make decisions as well as delegate responsibility
- Prior experience with the International Judging Program or Panel Secretary Program an advantage