

NATIONAL BUICK MEET VOLUNTEER DESCRIPTION

FINANCIAL COORDINATOR

SUPERVISOR: PAT WOJAHN

GOAL: Create budget for the show, gathering information for each meet category and developing associated expense/sales figures. The goal is to break even at a minimum by keeping the attendee expenditures for registration, tours, and banquets near the previous years' dollar figures.

TIME: Part-time for up to 3-years prior to the event

PHYSICAL EXERTION: Sitting, Standing, Walking

DUTIES:

- Create spreadsheet with all known expenses/sales from previous meets
- Assimilate the information provided by the Meet Steering Committee as it becomes known and enter into spreadsheet
- It is imperative to know the conference facility, banquet (including AV costs), judging, awards, and tour costs before signing any facility contracts. These costs will drive the profitability/loss of the event. Strong negotiations in food and beverage, AV, and meeting room and accessory costs are key.
- Continue manipulating the spreadsheet as negotiations occur.
- Submit budget to the BCA board.
- Enter accurate expenses for all the categories as they occur.
- Enter sales as they become known from the registrar.
- Submit final Balance Sheet for the event to the BCA Board, no later than 2-3 months after the event.