

## Security/Set Up Chair

- Attends monthly Roundup committee meetings and reports on progress.
- Recruits setup/security volunteers.
- Gently and courteously asks attendees to wear their masks correctly while in the building, and reminds people to maintain social distancing whenever possible.
- Ensures that all setup/security volunteers will:
  - Act with grace and courtesy when interacting with attendees.
  - Check that all persons at the event have a Roundup lanyard and name badge.
  - Direct unregistered attendees to go to the Registration desk
  - Kindly remind people to wear their masks properly
- Stands at the entryway of the banquet, and denies entry to anyone who does not have a banquet ticket
- Assists Registration Chair and Co-chair with table set-up Friday of Roundup.
- Assists Basket Chair during initial setup of baskets, and moving the baskets on Friday night and Saturday morning.
- Assists Vendors and Entertainment performers (as needed).
- Reports any hotel issues (maintenance, trash removal, etc) to the Roundup Chair or Co-Chair.
- Is available to Treasurer for money pick-ups from Registration table.
- Keep Roundup Chair and Co-Chair aware of any disturbances.
- Attends hotel walk-through meeting.