

CASI JOB DESCRIPTIONS

MAY 2009

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CASI DIRECTOR

Job Description

I. OVERVIEW

A CASI Board of Director will have general duties, responsibilities and expectations as outlined in this document as well as assigned jobs.

II. TECHNICAL EXPERIENCE

A good knowledge of computer operating systems and software is desirable. Internet access is required.

DUTIES

A. Duties, Responsibilities and Expectations of a CASI Director

1. You must be computer literate and Internet access is required.
2. You will be expected to have access to email and respond when interaction among Board members is required.
3. Attend all Board Meetings and Workshops:
 - a. Winter meeting – workshop typically Saturday of 4th weekend in January followed by Sunday Board Meeting
 - b. Summer meeting – typically Saturday of the 4th weekend in June
 - c. Great Peppers Meeting – weekend immediately following Labor Day
 - d. TICC meetings – As needed while on site
 - e. Special meetings – if called
4. TICC – arrive by Monday noon or earlier if your duty assignment calls for it.
 - a. At TICC, one must work their duties and is always on call.
 - b. If going offsite when it does not conflict with one's specified duties, notification must be given to the President or Vice-President.
5. Accept and perform all duties for any office to which you are elected, to any committee appointed or any other functions assigned to you.
6. Read and respond to email and other communications among the Board, practically on a daily basis.
7. Act in the best interest of CASI. Promote and represent CASI throughout your term. Attend CASI chili cookoffs throughout the year, when practical.

CASI PRESIDENT

Job Description

III. OVERVIEW

The President shall be the principal executive officer of the corporation and shall in general supervise and control all of the business and affairs of the corporation.

IV. TECHNICAL EXPERIENCE

A good knowledge of computer operating systems and software is desirable. Internet access is required.

DUTIES

A. Duties of the President:

1. Preside at all meetings of the members and of the Board of Directors.
2. May sign, with the Secretary or any other proper officer of the corporation authorized by the Board of Directors, any deeds, mortgages, bonds, contracts, or other instruments which the Board of Directors have authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Board of Directors or by these bylaws or by statute to some other officer or agent of the corporation.
3. Shall perform all duties incident to the office of President and such other duties as may be prescribed by the Board of Directors from time to time.

CASI BOARD OF DIRECTORS

As a CASI President, the same general duties and responsibilities as all the Directors is a requirement.

The President is an exofficial member of all CASI Committees.

Other tasks required each month include the sometimes daily discussion among Board members on activities of CASI via email and sometimes phone, attendance at the winter and summer Board meetings and the Great Pepper's meeting in September. The TICC duties will vary and attendance is mandatory beginning on the Monday prior to the event and ending when everything is cleaned up on Sunday.

CASI Vice-President

Job Description

I. OVERVIEW

The Vice-President is an officer of the corporation, elected by the Board of Directors.

CASI BOARD OF DIRECTORS

In accordance with Article 6.06 of the CASI Bylaws, “In the absence of the President or in the event of his inability or refusal to act, the Vice-President (or in the event there be more than one Vice-President, the Vice-Presidents in their order of election) shall perform the duties of the President, and when so acting shall have all the powers of and be subject to all the restrictions upon the President. Any Vice-President shall perform such other duties as from time to time may be assigned to him by the President or Board of Directors.” There are no specific duties prescribed for the Vice-President

The Vice-President is a member of the CASI Executive Committee as defined in Article 7.02.a of the CASI Bylaws. He shall perform any duties required in the context of that committee.

Other tasks required each month include the sometimes daily discussion among Board members on activities of CASI via email and sometimes phone, attendance at the winter and summer Board meetings and the Great Pepper’s meeting in September. The TICC duties will vary and attendance is mandatory beginning on the Monday prior to the event and ending when everything is cleaned up on Sunday.

CASI EXECUTIVE DIRECTOR

Job Description

I. OVERVIEW

In accordance with the CASI Bylaws 6.07: “The Executive Director shall be the principal administrative officer of the corporation and shall in general control all of the daily business of the corporation, subject to the general direction and approval of the Board of Directors. The Executive Director shall provide notices in accordance with the provisions of these bylaws or as required by law.”

II. TECHNICAL EXPERIENCE

The Executive Director position is a full-time job. Candidates for this position should be very committed to the future of CASI. The Executive Director’s responsibilities fall into several categories: Daily Administration, TICC Assignments, Great Pepper’s Meeting, Routine monthly duties, and routine quarterly duties. CASI supplies the Executive Director with a computer, so ownership of one is not required. However, a good knowledge of computer operating systems and software is essential. Internet access is required.

DUTIES

A. Daily Administration

1. Respond to member requests for a wide variety of information.
2. Receive and respond to website requests for information.
3. Receive requests for “I want to have a cookoff” and either put them in contact with a CASI pod or a Regional Referee in their area or coach them through their event if they have no CASI activity nearby.
4. Help promoters identify their referee.
5. Keep the Board informed of all activity.
6. Take responsibility for a professional, cooperative working environment for the BOD.
7. Direct the Board’s electronic discussions.
8. Electronically pool board for consensus on discussions.
9. Identify, Recruit, and Serve on the Board Rules Committee.
10. Coordinate discussions of the Rules Committee.
11. Write findings and consequences of the Rules Committee and take appropriate actions.
12. For issues that require mail ballots, prepare ballots, cover letter, and master tally form and send them to the appropriate voters.

13. Travel extensively to cookoffs throughout the country in order to understand unique challenges in a variety of locations.
14. Promote CASI everywhere.
15. Coordinate CASI in the media.
16. Coordinate CASI officials' certification program.
17. Conduct officials' seminars.
18. Order stationery supplies needed by the BOD.
19. Act as CIS Customer Administrator.

B. TICC

1. Prepare TICC assignment chart.
2. Prepare General Information Packet (GIP) and coordinate this packet with the Tally Master.
3. Confirm any outstanding TICC assignments.
4. Prepare TICC Stage Agenda.
5. Coordinate TICC Stage Agenda both before and during TICC with the MC (Boomer).
6. Be on site by 7:00 Monday morning.
7. Report each morning at 7:00 for assignments and to assist where needed.
8. Preside over the Old 320 Meeting.
9. Organize and lead the First Time Cook's Reception.
10. Help coordinate volunteers for TICC
11. Set up the Official Shirt (this includes GP and RR) distribution process.
12. Mail unclaimed Official Shirts.
13. Assist in Clean Up on Sun after TICC.

C. Great Pepper's Meeting

1. Prepare the Annual Pod Review form, Candidate Application Form, Cover letter to include any Bylaw requirements identified as needing emphasis and any other supporting documentation.
2. Determine the deadline for submitting the Annual Pod Review.
3. Prepare and distribute to the GPs the packet for the Annual Pod Review which is the venue to ensure that each pod's credentials are in order.
4. Prepare and distribute the Informational Form which includes qualifications and personal information about each Candidate seeking a CASI Board position.
5. Prepare Director Term Chart.
6. Advertise for the nomination of "GP of the Year."

7. In Rule Book change years, prepare the suggested rule change form, identify the deadline for submitting a change and distribute with the Annual Pod Review packet to GPs.
8. Interact on a regular basis with the Host Committee to ensure that they have adequately planned, prepared and will execute a successful GPM. Identify specific needs for every facet of the meeting.
9. Prepare the Itinerary and agendas for the GP's Meeting.
10. Distribute the Itinerary and agenda. This may be accomplished electronically.
11. Write an article in the TT about the GPM notice and Pod Credentials process and schedule.
12. Survey BODs to determine the AV requirements for the GPM.
13. Prepare meeting materials making sufficient copies.
14. Identify the Credentials Committee.
15. Receive, compile and distribute proposed Rule changes to GPs and their Pods.
16. Send Proposed Rule changes to the TT in sufficient time to be published in the Aug and Sep additions. NLT than 15 Aug to meet the deadline for the Sep addition.
17. Receive Candidate Application Forms, collate, copy and distribute to the Pods.
18. Set up a spreadsheet for recording each Pod's credentials ensuring that they meet all requirements and can be seated at the GPM.
19. Check credentials for completeness and communicate status back to each pod.
20. Check membership status of all pod officers and referees.
21. Identify incomplete reports and try to resolve the issues.
22. For unresolved issues, activate the Credentials Committee and provide them with the unresolved issues for determination of punishment.
23. Identify individuals to serve on the Tally Committee during the GPM.
24. Prepare lists of the incoming GPs.
25. Determine adequate regions for RRs and identify RRs for each region.
26. Resolve any potential regional referee nomination conflicts.
27. Identify ARs for each region and RRs.
28. Prepare RR and AR
29. Provide in GP packet for GPM lists of all GPs, RR, AR, and identification of each Region.
30. Prepare RR and AR cards for distribution.
31. From the each Pod's Annual Report, collate comments concerning activities and the Promotion of CASI.
32. Prepare packets for GPM.

33. Prepare Ballots for BOD elections and GP of the Year election.
34. Prepare the list of Official shirt sizes for each GP and RR.
35. Arrive on site of the GPMs no later than Wednesday.
36. Set up Packet Registration and work with the Host Pod to identify the Registration Committee.
37. Review Robert's Rules of Order for use in meeting both Friday and Saturday.
38. Coordinate the Candidate's Form for Friday afternoon.
39. Confirm Tally Committee and spotters.

D. Immediately After GP Meeting

1. Revise rules as necessary and prepare new Rule Book for publication.
2. Prepare articles for Trails summarizing the meeting, prepare notes to members, ensure disposition of discussion items especially for issues requiring follow up.
3. Prepare letters of punishment to Pods IAW the accepted Credential committee's recommendation,
4. Prepare letter's to Pods not in attendance to inform them of their CASI status.
5. Prepare order for GPs and RRs official shirts.
6. Update new CASI stationary (letterhead) to reflex new the BODs.
7. Prepare and RR and AR cards not already distributed with a cover letter.

E. Monthly Requirements

1. Write and submit an article for the Terlingua Trails by the 15th of the month.

F. Quarterly Requirements

1. Solicit items for Board meetings.
2. Prepare mailing labels, etc. for meeting materials and copy any handouts.
3. Send out Notice of the meetings to CASI members especially GPs.
4. Prepare Board Meeting Agendas and distribute prior to the meeting.
5. Meeting follow up – An Article to TT, notes to CASI members, disposition of discussion items.

CASI BOARD OF DIRECTORS

As CASI's Executive Director, the ED has the same general duties and responsibilities as all the Directors.

The Executive Director is responsible for identifying members of the CASI Rules Committee and also serves on that committee. The Rules Committee renders judgments on possible rules violations not deemed severe enough for consideration by

the entire Board of Directors. A recommendation of punishment will be made to the CASI Board on more serious infractions of CASI Rules.

Other tasks required each month include the sometimes daily discussion among Board members on activities of CASI via email and sometimes phone, attendance at the winter and summer Board meetings and the Great Pepper's meeting in September. The TICC duties will vary and attendance is mandatory beginning on the Monday prior to the event and ending when everything is cleaned up on Sunday.

CASI TREASURER

Job Description

I. OVERVIEW

The Treasurer shall have charge and custody of and be responsible for all funds and securities of the corporation.

II. TECHNICAL EXPERIENCE

CASI supplies the Treasurer with a computer, so ownership of one is not required. However, a good knowledge of computer operating systems and software is required. The use of Bookkeeping software is essential. Internet access is required.

DUTIES

A. The Treasurer:

1. Shall have charge and custody of and be responsible for all funds and securities of the corporation
2. Present an annual budget for approval by the Board of Directors
3. Receive and give receipt for moneys due and payable to the corporation from any source whatsoever
4. Deposit all such moneys in the name of the corporation in such banks, trust companies or other depositories as shall be selected by the Board
5. Perform all duties incident to the office of Treasurer and such other duties as from time to time may be assigned to him by the President or by the Board of Directors.

REQUIREMENTS

If required by the Board of Directors, the Treasurer shall give a bond for the faithful discharge of his duties in such sum and with such surety or sureties as the Board of Directors shall determine.

CASI BOARD OF DIRECTORS

As a CASI Director, the Treasurer has the same general duties and responsibilities as all the Directors.

The Treasurer is a member of the CASI Finance Committee which will assure the financial well-being of the corporation, adjust budget models, insure financial accountability, and oversee the actions of the Treasurer

Other tasks required each month include the sometimes daily discussion among Board members on activities of CASI via email and sometimes phone, attendance at the winter and summer Board meetings and the Great Pepper's meeting in September. The TICC duties will vary and attendance is mandatory beginning on the Monday prior to the event and ending when everything is cleaned up on Sunday.

CASI SECRETARY

Job Description

I. OVERVIEW

In accordance with the CASI Bylaws, "The Secretary shall keep the minutes of the meetings of the Great Peppers, of the Board of Directors, and of Board-appointed committee meetings in one or more books provided for that purpose; mail a copy of the minutes to the Great Pepper of each sanctioned Pod no later than thirty (30) days after each meeting has been adjourned; be custodian of the corporate records and; work with the Membership Chairman to keep a register of the post office address of each member which shall be furnished to the Membership Chairman by each member; and, in general, perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned to him by the President or by the Board of Directors."

II. TECHNICAL EXPERIENCE

A good knowledge of computer operating systems and software is required. Internet access is required.

DUTIES

A. The secretary duties are as follows:

1. Take and transcribe minutes of the meetings of the CASI Board of Directors held at such times as determined by the Board, to include copies of any written reports from other Directors
2. Take and transcribe minutes of the CASI Great Peppers' Meeting held annually in September, to include copies of any written reports from other Directors or Great Peppers.
3. Distribute minutes of CASI Board of Directors and Great Pepper's Meetings to each member of the Board for review *prior to release* to the Great Peppers.
4. Distribute minutes of CASI Board of Directors and Great Pepper's Meetings to Great Pepper of each Pod no later than thirty (30) days after each meeting. Email to those who have requested such, and send others by postal service.
5. Prepare sufficient copies of Board Meeting Minutes for distribution at the Board Meetings to all Board members plus extra for the gallery. Likewise, provide sufficient copies of the Great Peppers' Meeting Minutes for distribution at the Great Peppers' Meeting to all delegates plus extra for the gallery.
6. Respond to requests from CASI members for Meeting Minutes or information relative to past actions of the Board or Great Peppers.

7. Maintain minutes of Committees appointed by the President.
 8. Upon notification by Treasurer, send notices of memorial contributions to the National Scholarship Fund.
 9. Maintain suspense file of those items requiring Board or Great Peppers ratification.
 10. Maintain suspense file of agenda items, as a result of previous meetings or correspondence, and confer with the Executive Director on such.
 11. Custodian of the corporate records of the corporation.
 12. Accept written resignations of Board members.
 13. Respond to e-mails and correspondence and maintain copies of such.
- B. Perform other duties as assigned by the President.

CASI BOARD OF DIRECTORS

As a CASI Director, the Secretary has the same general duties and responsibilities as all the Directors.

Other tasks required each month include the sometimes daily discussion among Board members on activities of CASI via email and sometimes phone, attendance at the winter and summer Board meetings and the Great Pepper's meeting in September. The TICC duties will vary and attendance is mandatory beginning on the Monday prior to the event and ending when everything is cleaned up on Sunday.

CASI TallyMaster

Job Description

I. OVERVIEW

The TallyMaster is responsible for inviting the chili cooks and show team captains that qualify for the Terlingua International Chili Championship (TICC), to participate in that championship

II. TECHNICAL EXPERIENCE

CASI supplies the TallyMaster with a computer, so ownership of one is not required. However, a good knowledge of computer operating systems and software is desirable. Internet access is required.

V. CHILI COOKOFF RESULTS

Chili cookoff paperwork is sent to the TallyMaster by the CASI cookoff Referee for processing. The TallyMaster works with the CASI Regional Referee to insure the accuracy and completeness of the paperwork, and informs them when a cookoff in their region is delinquent in submitting its paperwork.

1. The TallyMaster shall maintain a Post Office box for receipt of the paperwork.
 2. The TallyMaster inputs the cookoff results information into the CASI Central Information System (CIS).
 3. The TallyMaster collects the CASI cookoff registration and sanctioning fees, and periodically sends them to the CASI Treasurer. A Collection Report form has been developed to use for this transmittal of monies.
 4. Original paperwork is retained by the TallyMaster as documentation of the cookoff results. By action of the CASI Board of Directors, records must be retained for at least one year.
-
1. Record winners and provide such to the Editor of the Terlingua Trails, the Executive Director and the Treasurer.

IV. NOTIFICATION

1. Periodically (a week to ten days), as cooks and show teams become qualified for TICC, a qualification card is mailed to each chili cook and show team captain informing them of their status as qualified to participate in the next Terlingua International Chili Championship.
2. The TallyMaster prepares and mails TICC invitation certificates to all qualified cooks and show team captains, as well as past TICC champions.
 - a. This mailing should begin by late-September and be completed by mid-October.
 - b. The mailing is the means of distributing the TICC information packet.
 - c. The TallyMaster obtains a list from the Rancho CASI de los Chisos Alcalde and includes the Old 320 invitation certificates with the cook and show team mailings, thus saving duplicate mailing.

V. REPORTS

1. On, or before, the fifteenth of the month the TallyMaster will generate a report of cookoff results, qualified cooks and qualified show teams, and state-by-state cookoff statistics.
 - a. This report is sent to the Terlingua Trails editor for publication in the next issue.
 - b. The report is also sent to the publisher of the Goat Gap Gazette for publication in that newspaper.
2. Additional reports are prepared for the winter and summer CASI Board of Directors meetings, and the annual Great Peppers Meeting.
3. If necessary, an end of the month report of delinquent cookoffs is created and sent to the CASI Executive Director and President to keep them informed of the status of delinquent cookoff results.

VI. TERLINGUA INTERNATIONAL CHILI CHAMPIONSHIP

1. At TICC the TallyMaster is responsible for cooks and show team registration, the issuing of judging cups, and distribution of contestants shirts. The registration of show teams is currently conducted by the Head Show Judge from a list prepared by the TallyMaster.
 - a. Prepare name badges for cooks and show team captains. (And currently Old 320 members.)

- b. Create a Gate List (3 copies) for use by gate personnel to determine free admittance.
 - c. Generate the Registration List (2 copies, each) of qualified cooks and show team captains.
2. The TallyMaster coordinates the procurement of Contestant, Officials and Sponsors polo shirts as well as Judges and Staff t-shirts.
3. The TallyMaster works with the Executive Director to develop the TICC General Information Pamphlet. The TallyMaster has it copied and mailed to qualified cooks, show teams and Old 320 members.
4. The TallyMaster establishes the registration schedule, and secures volunteers to man the registration tables.
5. The TallyMaster is also responsible for completing the "Official Results Sheet" for TICC.

VII. SUPPLIES

1. The TallyMaster must secure the materials (e.g. labels, postage, etc.) necessary to perform his duties. Reimbursement of expenses is provided by CASI. Additional printed material for TICC must also be obtained. The print order is usually placed in July.
 - a. Chili Cook invitation certificates.
 - b. Show Team invitation certificates.
 - c. Old 320 invitation certificates.
 - d. Large mailing envelopes.
 - e. Name Badges and holders.
 - f. Qualification cards for the next Chili Year.

Printed material is obtained from Thompson Print Solutions, 5818 Rocky Point Drive, San Antonio TX 78249, 800.842.0191. Contact Ira Duffield.

CASI BOARD OF DIRECTORS

As a CASI Director, the TallyMaster has the same general duties and responsibilities as all the Directors.

The TallyMaster is a member of the CASI Rules Committee by resolution of the CASI Board of Directors. The Rules Committee renders judgments on possible rules violations not deemed severe enough for consideration by the entire Board of Directors. A recommendation of punishment will be made to the CASI Board on more serious infractions of CASI Rules.

Other tasks required each month include the sometimes daily discussion among Board members on activities of CASI via email and sometimes phone, attendance at the winter and summer Board meetings and the Great Pepper's meeting in September. The TICC duties will vary and attendance is mandatory beginning on the Monday prior to the event and ending when everything is cleaned up on Sunday.

CASI MEMBERSHIP CHAIRMAN

Job Description

I. OVERVIEW

The Director responsible for Membership must keep accurate up to date records on all CASI members in the CIS System.

II. TECHNICAL EXPERIENCE

A good knowledge of computer operating systems and software is required. Will need to learn to use CIS and Pay Pal. Must have the time to keep records updated in a timely manner and provide Members their current status. Internet access is required.

III. DUTIES

- A. Process new and renewal membership applications:
 - 1. Enter applicants' information into the CIS
 - 2. Prepare and mail welcome letter and membership card to annual members.
- B. Prepare and mail welcome letter, membership card, and order plaque for corporate members
 - 1. Prepare and mail welcome letter, temporary membership card, and order permanent brass membership card for life members
 - 2. Forward payments of cash and checks to CASI Treasurer
 - 3. Periodically transfer PayPal payments to CASI bank account per CASI Treasurer's instructions
- C. Mail renewal reminders to annual members in month prior to their expiration date
- D. Mail renewal reminders to corporate members in month following their expiration date
- E. Prepare membership reports monthly for the Terlingua Trails
 - 1. Prepare and send updated membership listing monthly to Terlingua Trails Editor
- F. Purchase membership supplies as needed
- G. Answer membership inquiries as needed

H. Report to Great Peppers at yearly meeting

I. Receive membership payments at TICC during registration

IV. TERLINGUA INTERNATIONAL CHILI CHAMPIONSHIP

Help prepare grounds and facilities at TICC and perform duties and tasks as assigned

V. REPORTS

Prepare and send updated membership listing monthly to Terlingua Trails Editor by the 15th of the month.

CASI BOARD OF DIRECTORS

As a CASI Director, the Membership Chairman has the same general duties and responsibilities as all the Directors.

Other tasks required each month include the sometimes daily discussion among Board members on activities of CASI via email and sometimes phone, attendance at the winter and summer Board meetings and the Great Pepper's meeting in September. The TICC duties will vary and attendance is mandatory beginning on the Monday prior to the event and ending when everything is cleaned up on Sunday.

CASI TERLINGUA TRAILS EDITOR

Job Description

I. OVERVIEW

The Terlingua Trails Editor is responsible for gathering information, pictures and other articles and then preparing the Terlingua Trails for publication each month.

II. TECHNICAL EXPERIENCE

It is essential that this person has a good knowledge of computer operating systems and software. Internet access is required. THE PROCESS OF EDITOR REQUIRES APPROXIMATELY 20 TO 24 HOURS OF TIME EACH MONTH, MOST OF WHICH IS DONE BETWEEN THE 13TH AND THE 16TH OF EACH MONTH. COMPUTER SKILLS AND PATIENCE ARE REQUIRED FOR THIS JOB.

III. JOB TASKS For prepare the TERLINGUA TRAILS for publication:

A. Prior to the 15th of each month.

1. Retrieve latest PageMaker file of the Trails, copy and rename the folder to the current month.
2. Delete all of the processed files and articles from the previous month.
3. Delete all old articles, photos, ads, etc.
4. Change the date for the deadline for upcoming cook-offs.
5. Change the month in the heading on Page 1, use "LM" at bottom left margin in PageMaker to change month on all subsequent pages.
6. Change the Volume and Issue.

B. On or before the 15th of each month.

1. Contact Jimmie Rios or Barrett with the Kerrville Daily Times around the 10th of the month (830-257-0302) and let them know the approximate date for delivery of the PDF file so they can get it into their production schedule. (The delivery date of the file is normally late on the 16th or early on the 17th of the month) I usually email this notification.
2. Take the membership file from CIS and the box label file from Dorathy and email them to Jack Parker (jack.parker@dailytimes.com) with KDT. Jack is in charge of printing the mailing labels. Also copy Jimmie Rios (jimmie.rios@dailytimes.com), Barrett (press@dailytimes.com), Joe Gonzales in the mailroom (gonzalesjl@windstream.net) and Greg Shrader

(greg.shrader@dailytimes.com)the editor of KDT. That way everyone involved will have a copy in case of a lost email.

3. Renee Moore will send all articles she has received and edited.
4. Insert all articles into the Trails in a temporary location.
5. Take all photos and rework each with Jasc Paintshop Pro 8, cropping, adjust brightness and contrast, automatic contrast enhancement, check resolution, resize, add borders, copy, and place in a temporary location in the Trails.
6. Take the individual articles, change the font to Times New Roman, change font size from a minimum of 9 to a maximum of 11, and change the alignment to justify.

C. On and before the 15th of each month.

1. Check for all articles and photos from Renee. (Renee normally receives articles from Janice Miller, Dixie Johnson, Louis Gonzales, Steve Dowdy, Ralph Hay and others for editing and spell check)
2. Insert all articles in temporary locations, along with any ads for upcoming cook-offs.
3. Bill Pierson will send the articles for TallyWacker, Winners, Qualifiers, and Statistics.
4. Download the upcoming file from the CIS file once Dorathy emails to say she is finished with entering her data.
5. Place the most significant or noteworthy photo and article on the front page. Save other articles and photos of major interest for the center fold.
6. Once the front page and center fold are complete, take all other articles and photos and arrange them so they fit into the space available. (No more than 32 pages can be printed without increasing the postage rate). Increase or decrease the number of pages by four (one sheet = front left, front right, back left and back right).
7. Once all articles and photos have been placed, print a copy for review. It is best to find someone else to proof read your work for typos and repetitions.
8. Make all changes and corrections and then print Postscript files in both custom size (11.25' X 12.5") at 100% for the Kerrville Daily Times and letterhead size for the CASI web site.
9. Change both files which are in Postscript format and use Acrobat Distiller to process the Postscript files (one in Print Quality1 for KDT and one in Smallest File for the Web site) which converts the files to PDF format files that can be read with Acrobat Reader.
10. Using WS_FTP Professional, locate the KDT file and send it to KDT. The password to access the KDT is "HotNewz".
11. Post the small PDF file on the CASI web site...
12. After all is done with the production of the Trails each month, send invoices for all ads that were placed that were not for POD, State, Regional or International cook offs which receive a free one month quarter page ad.
13. Forward all address changes received to Membership for corrections as needed.

THE PROCESS OF EDITOR REQUIRES APPROXIMATELY 20 TO 24 HOURS OF TIME EACH MONTH, MOST OF WHICH IS DONE BETWEEN THE 13TH AND THE 16TH OF EACH MONTH. COMPUTER SKILLS AND PATIENCE ARE REQUIRED FOR THIS JOB.

CASI BOARD OF DIRECTORS

As a CASI Director, the Terlingua Trails Editor has the same general duties and responsibilities as all the Directors.

Other tasks required each month include the sometimes daily discussion among Board members on activities of CASI via email and sometimes phone, attendance at the winter and summer Board meetings and the Great Pepper's meeting in September. The TICC duties will vary and attendance is mandatory beginning on the Monday prior to the event and ending when everything is cleaned up on Sunday.

CASI UPCOMINGS

Job Description

I. OVERVIEW

This job requires the “patience of Job.” You are responsible for receiving, processing and reporting all CASI Chili Cookoffs. You are responsible for the CASI Hot Line. This is a time consuming job and requires constant attention

II. TECHNICAL EXPERIENCE

You must have a good knowledge of computer operating systems and software. Internet access is required. You must learn to use CIS. You must be able to package information and mail to respective promoters. You must be able to type.

III. DUTIES

A. Start up requirements:

1. Jim Stateczny will install all the software and files needed to operate the CIS system from your computer. The details of entering CIS data will be given verbally by the current Upcoming Director.
2. You will also receive a fax-phone answering machine.

B. Chili Cook Off Process

1. You will receive upcoming cookoff information, etc via Email, telephone, promoter entry, or US Mail.
2. Many and various requests for information will be received on the CASI Hot Line fax-phone
3. You print out a cookoff packet for each cookoff entry made Print and Mail cookoff packets, rule book, regional referee list, the insurance page, the financial guidelines page, the membership page, the insurance advisory page. Chili cup tickets and tallymaster envelope. These documents are placed in a large manila envelope and sent to the promoter.
4. Always keep the receipt from P.O.D. for packet mailing and submit expense report to CASI Treasurer on the first of the month.
5. Send confirmation to emails received from cookoff promoters.
6. The number of packets processed during a month varies from 40 to 90.
7. A list must be kept, each month of the year separately, of the name and address of promoters that wish to receive a box of Trails. This is usually around 45.
8. You will also receive inquiries from potential promoters on how to hold a sanctioned CASI Cookoff. A form letter of instruction is mailed to them along with a referee list and rule book.

9. Return call messages left on CASIHOT Line.

IV. REPORTS

A. Monthly Reports.

1. Make a list of potential new CASI members from inquiries received. Report these potential new members to Membership Chairman once a month.
2. On the 16th of each month you must advise the Terlingua Trails Editor when you have completed your cookoff entries into the system.
3. On the 16th of each month the list of boxed Trails for the following month is also sent to the Terlingua Trails Editor.
4. You must also send a completed list of all cookoff entries, new or old, to Debbie Turner at the Goat Gap Gazette. This can be downloaded from CIS.
5. Send a list of promoters that have been placed on Advertising Probation to the Executive Director
6. Count the number of cookoff entries each month for reporting at the next Directors Meeting. This can be done by using the office copy of each packet.

V. SUPPLIES

- A. It is your duty to keep on hand a supply of mailing labels, printer paper, printer ink cartridges, business size and large manila envelopes.
- B. When your supply of chili cup tickets runs low, it is your responsibility to reorder.
- C. A supply of the list of CASI Referees must be kept on hand for enclosure in the cookoff packets.
- D. On the first of each month you should send in an expense report to the CASI Treasurer for reimbursement of your expenditures incurred during the month for postage and supplies.
- E. Chili cup tickets should be ordered when the supply runs low from the following: The amount ordered is 200,000, which is the best price break. Choose print color choice. Blue is cheaper than red. Order from Thompson Print Solutions – 5818 Rocky Point Dr, San Antonio TX 78249; Attention: Mr. Ira Duffield – 210-734-5356

CASI BOARD OF DIRECTORS

As a CASI Director, the Upcomings has the same general duties and responsibilities as all the Directors.

The Upcomings is a member of the CASI Events Committee The Events Committee will be responsible for general oversight and articulation with CASI's major events: TICC, regional and state opens. The Events Committee will be the first point of contact for prospective new opens and will help existing opens achieve success.

Other tasks required each month include the sometimes daily discussion among Board members on activities of CASI via email and sometimes phone, attendance at the winter and summer Board meetings and the Great Pepper's meeting in September. The TICC duties will vary and attendance is mandatory beginning on the Monday prior to the event and ending when everything is cleaned up on Sunday.

RANCH MANAGER

Job Description

I. OVERVIEW

This position is responsible for overseeing the Rancho CASI de los Chisos property which includes buildings and all other aspects of the maintenance of the property. The most important responsibility of this position is to work with the Board to make sound financial decisions throughout the year. This person must be preparing for TICC throughout the year.

II. TECHNICAL EXPERIENCE

This person must be able to receive daily emails to correspond with the BOD on day-to-day operational decisions and make sound financial decisions on the upkeep of the CASI property. It is vital that you attend the January & June Workshops/Board Meetings

RANCH MANAGER DUTIES

A. Preparing for TICC throughout the Year

1. Seek bids for Porta-cans and Trash service
2. Purchase ice and arrange for truck delivery
3. Make at least two (2) trips to spray weeds and check on condition of the Ranch
4. Take bids on new projects/remodeling and repairs as well as overseeing these
5. projects
6. Inspect all construction and maintenance projects being performed at the Ranch and insure prompt payment to the contractors
7. Perform some construction and maintenance projects personally
8. Receive applications from vendors for TICC, make selections, and advise
9. Meet with County Commissioner for road repairs
10. Hire at least three (3) people to help clean Thursday, Friday, and Saturday during TICC; then clean up the trash throughout the Ranch after the event
11. Choose the Head Show Judge

B. Ranch Manager Duties Before and During TICC

1. The Ranch Manager should be on site a minimum of three (3) days prior to the arrival of the remainder of the Board of Directors to:
 - a. Power wash and clean the main pavilion
 - b. String festoons, erect street signs, mark off areas for Sponsors
 - c. Place signs on restricted roads
 - d. Supervise placement of Porta-Cans and trash containers

- e. Ensure all lighting and electrical outlets are working and safe

C. Ranch Manager Duties During the Week of TICC

1. Meet with Other Directors at 7:30 each morning for briefing
2. Park and help Sponsors with set up
3. Park Vendors and collect money
4. Park Ice Truck
5. Assist spectators and new chili cooks with parking
6. Assist with unloading of beer trucks
7. Work with Security on placement of security officers
8. Visit every spectator camp to welcome and offer trash bags
9. Remain on duty until dance is over Thursday through Saturday nights

D. Ranch Manager Duties After TICC

1. Attend meeting of Board of Directors on Sunday morning
2. Remove string festoons and street signs and return to storage
3. Remain on site for at least two (2) days to supervise workers and ensure Ranch is clean.

CASI BOARD OF DIRECTORS

As a CASI Director, the Ranch Manager has the same general duties and responsibilities as all the Directors.

Other tasks required each month include the sometimes daily discussion among Board members on activities of CASI via email and sometimes phone, attendance at the winter and summer Board meetings and the Great Pepper's meeting in September. The TICC duties will vary and attendance is mandatory beginning on the Monday prior to the event and ending when everything is cleaned up on Sunday.

CASI SPONSORSHIP CHAIRMAN

Job Description

I. OVERVIEW

The sponsorship chairman will solicit funding for CASI through relationships that are beneficial to interested parties. Establishing these relationships involves the development of plans that tailor the needs of a sponsor to the ability of CASI to fulfill. The sponsorship may take the form of cash or goods and services. Attention must be constantly given to maximizing the benefit of an investment in CASI. This may entail banners on the stage at Terlingua, positions on the national poster, or representation at local cookoffs. The sponsorship chairperson goes to work representing the interests of the people who invest in CASI.

II. TECHNICAL EXPERIENCE

This person must have the ability to establish relationships with various businesses and solicit funding (money or goods) through these relationships to invest in CASI and our mission. Must be personable and have business contacts or have an interest in identifying these contacts and promoting CASI.

III. SPONSORSHIPS

There are many levels of sponsor participation. A retail or estimated value is allowed for goods and services and we obviously can be very generous on this count. Credit need not be given for TICC alone, but any amount furnished to CASI events during the year.

- 1. Friends of CASI:** A minimal investment normally starting at \$500.00 and running to \$2499.00. Some representation onstage at TICC is allowed as well as a quarter page ad in the Terlingua Trails for a year.
- 2. Silver Sponsor:** An annual investment in the \$2500.00 to \$7499.00 range. We encourage this level to be at least \$5000.00, but there is flexibility depending on participation and nature of the product. A large banner onstage at TICC, as well as judging area banners, half page ad in the Terlingua Trails and participation in TICC final judging and award presentation.
- 3. Gold Sponsor:** An annual investment in the \$7500.00 to \$15000.00 range. The gold sponsor is a national sponsor of CASI as well as a premier TICC participant. The gold sponsor can have his logo on the sleeve of the TICC participation shirt. They will have significant banner space on the presentation stage at TICC as well as around the grounds, and in the judging area. Participation in the award ceremonies and final judging round are priority to this level. The gold sponsor will receive a full page ad in the

Terlingua Trails for a year and representation at the highest level on the poster and website. Use of the CASI logo is allowed in the promotion of their product, as an official sponsor of CASI and the Terlingua International Chili Championship.

- 4. Legacy Sponsor:** A legacy sponsor funds significant improvements at the Rancho CASI de los Chisos. This represents a \$25,000.00 investment in CASI that is used for capital improvements. Naming rights are permanently endowed for this donation and future participation is not required, although it is welcomed. Lesser amounts for specific projects may be approved by the Board of Directors.

IV. SUMMARY

Obviously, these are guidelines that have to be adjusted for nature of sponsor's involvement, desire and monetary inflation. The description is by no means complete, but is offered as a source for ideas. It is best to meet with a potential donor and develop plans that best suit each need. Importantly, each sponsor must be shown that his investment in CASI is well spent and appreciated. It is the job of the sponsorship chairman to protect and enhance the relationship. It is also very important that sponsors attend or have representation at TICC. History has proven that their participation in Terlingua has a very positive effect on their view of CASI. The funding from sponsors greatly affects our ability to give at the corporate level and usually determines a profit or loss for the year.

CASI ALCALDE

Job Description

I. OVERVIEW

The Alcalde is the person responsible for representing the “Old 320” membership and is the direct spokes man for this membership.

II. TECHNICAL EXPERIENCE

A good knowledge of computer operating systems and software is desirable. Internet access is required.

III. DUTIES

A. The Duties of the Aclalde are as follows:

1. The Alcalde shall be elected by the general membership of the “Old 320” members for a two year period beginning the following Monday after the TICC and ending Sunday at midnight following the next TICC
2. The election of the Alcalde will be by majority vote of members present and voting at the annual “Old 320” Meeting No proxies are allowed. The election will take place at TICC at the designated time and place.
3. The duties of the Alcalde are to represent the “Old 320” members. The Alcalde is the direct spokesperson of the “Old 320” members. The Alcalde should solicit information and suggestions from the members on improvements to the grounds of Rancho CASI de los Chisos, not on running the TICC.
4. CASI will reimburse the Alcalde for the mailing of the “Old 320” certificates, Terlingua packets, and a one-time mailing of a questionnaire to solicit suggestions from members. No other The Alcalde has no voting privileges.expenses incurred by the Alcalde will be paid by CASI. The Alcalde will attend one board meeting to present the suggestions for improvements to Rancho CASI de los Chisos.
5. The Alcalde can accept more responsibilities as directed by the Board of Directors.
6. The Alcalde will be given a site map, and be responsible for keeping records of every member’s site number.

7. The Alcalde shall also assist in selling and collecting money for new shares, which will be sent to the CASI treasurer for deposit in the general fund.
8. The Alcalde is responsible for issuing "Old 320" certificates in numerical sequence to new shareholders.
9. It is the responsibility of the outgoing Alcalde to present to the incoming Alcalde accurate and up to date records.

CONTRIBUTIONS, DONATIONS, MEMORIALS

Job Description

I. OVERVIEW

A Director will be chosen to be responsible for receiving, processing and acknowledging Contributions, Donations and Memorials.

II. RESPONSIBILITIES

1. Receive notification from Treasurer as to contributions, donations and memorials made to CASI.
2. Provide written acknowledgement to the family of those for memorials are made.
3. Provide written acknowledgement to the donor(s).
4. Prepare an article for the Terlingua Trails listing contributors.

CASI SCHOLARSHIP PROGRAM ADMINISTRATOR

Job Description

VI. OVERVIEW

The Scholarship Program Administrator responsibility is to be the key contact for this program. This person will need to interact with the recipients, the Selection Committee, and the Board of Directors. The responsibility of receiving contributions and their acknowledgement is required.

VII. TECHNICAL EXPERIENCE

A good knowledge of computer operating systems and software is desirable. Internet access is required. Must be able to interact with people and be a well organized person.

DUTIES

The job description of the **Program Administrator** follows:

1. Administer the program
2. Receive, copy and distribute scholarship applications to Scholarship Committee members
3. Receive, tabulate and compile ranking of top 10 individuals selected by the Committee
4. Submit reports to the Executive Director for all Board Meetings and may attend if desires to do so
5. Communicate with the scholarship recipients to acquire pertinent school financial aid information
6. Maintain status reports and records on all scholarship recipients
7. Communicate regularly with scholarship recipients on student's progress
8. Maintain a waiting list of interested CASI members who have expressed an interest in serving on the committee
9. Assist the Board of Directors in keeping the guidelines current
10. Receive contributions from Donors for the Scholarship fund which included receiving the notification of contributions sent directly to the CASI Treasurer
11. Send acknowledgements to donors and those families for whom memorials are made

CASI KRAZY FLAT'S COORDINATOR

Job Description

I. OVERVIEW

The Krazy Flat's coordinator is a position that is executed during TICC. This person must be able to organize and direct the operations of Krazy Flats. The responsibilities include recruiting Volunteers to work the Concession Stand and Pavilion Areas starting on the Sunday before TICC and finishing the Sunday after TICC once all duties have been accomplished.

II. TECHNICAL EXPERIENCE

The Krazy Flats Coordinator will work under a CASI Director and **must** solicit volunteers to work in Krazy Flats. The coordinator must have the ability to direct the activities required to set up, execute and once TICC is over prepare the Concession and Pavilion Areas for storage until the next TICC. A sense of business is required.

III. DUTIES

A. Job duties include:

1. Cleanup of Krazy Flats Concession and Pavilion Areas prior to and after event
2. Set up of tables and chairs and tear down at conclusion of event
3. Securing ice from ice trailer to stock freezers prior to event
4. Securing beer and icing down stock
5. Stocking concession items for sale
6. Selling of wristbands to early arrivals in Krazy Flats
7. Replenishing ice and beer stock, when necessary
8. Work with CASI Treasurer on cash/inventory reconciliations and pickups
9. Ongoing cleaning of patio/concession area
10. Packing of all unsold merchandise and beer at conclusion of event
11. Preparing and coordinating Volunteer Schedule
12. Meet and greet sponsors visiting Krazy Flats Saloon
13. Within two weeks after event, submit report to CASI Board outlining operations, suggestions, concerns, etc.

DAY BY DAY ACCOUNT OF ACTIVITIES PREFORMED

A. The following outlines the tasks/duties performed during TICC. The week starts Sunday morning prior to the Championship Chili Cookoff and ends Sunday the day after

1. Sunday: Clean up of Krazy Flats Concession & vending grounds area of unwanted vegetation, smoothing out grounds as required. Setting tables and chairs on patio area and clean, cleaning inside of concession booth, insides of freezers, etc. Plug in and turned on freezers. Cleaning the other concession booth used by a vendor.
 2. Monday: Open for business 3:00 PM to midnight. Complete any remaining clean up. Pick up ice & beer from main concession. Fold & stock shelves with the Krazy Flats Special Edition T Shirts. Coordinate with Director in charge of “wrist band” sales for the sale of wrist bands to early arrivals at Krazy Flats. Pick up two banks from CASI Treasurer (one for beer/ice sales and one for concession item sales) Coordinate with CASI Treasurer for cash pick ups during the week. Arrange work schedule of volunteers for the week. Post all applicable TABC notices, price lists; etc for the customers Rope off area’s for vendors, area for stage in “show area” and area’s restricted from camping. Set up cash control sheets for merchandise and one for beer/ice.
 3. Tuesday & Wednesday: Open for business 9:00 AM to midnight. Assist with the placement of Porta Potties in concession area. Assist vendors on arrival. Assist with operational set up of the Radio Station. Pick up from main concession stand CASI items left over from previous year and new CASI items to sell at Krazy Flats Concession. Assist sponsors with setting up displays/signs, etc. Keep spectators from parking in restricted areas.
 4. Thursday: Open for business 9:00 AM to midnight. Prepare concession area for Krazy Flats Charter Member breakfast in the morning and the “Krazy Flats” Open House in the afternoon. Keep spectators from setting up camp in restricted area’s.
 5. Friday & Saturday: Open for business 9:00 AM to midnight/1:00 PM Saturday. Schedule volunteers to operate concession from noon Saturday until after announcements Saturday evening as directors are required to be in main stage area.
 6. Sunday – 8:00 AM to 2:00 PM. Return unsold CASI merchandise to main concession, return unsold beer to main concession – turn in money from late Saturday sales, clean Krazy Flats Saloon & put up all items for storage to include tables/chairs, signs & banners
- B. Daily Tasks from Monday thru Saturday evening:
1. Prepare opening banks for merchandise and beer/ice sales along with cash collection sheet.
 2. Record daily total sales for concession items and beer/ice at closing time.
 3. Ongoing cleaning of patio/concession area.
 4. Supporting vendors in Krazy Flats as needed.
 5. Prepare cash turn in to CASI Treasurer as needed.

6. Support vendors as required for set up location, electricity and other requests for assistance
7. Maintain liaison with security and Director in Charge of Security to assist in matters relating to Krazy Flats area.
8. Restocking ice and beer from main concession area.
9. Meeting sponsors during their visits to Krazy Flats Saloon.

C. Sunday:

1. Pack all unsold stock, merchandise and beer, and return to main area.
2. Turn in all cash and cash boxes to CASI Treasurer.
3. Clean tables and chairs and put in concession stand with other related items.
4. Take down all signs and store or return to sponsors.
5. Take inventory of supplies on hand and what is needed for the following year.

IV. REPORT

Complete and submit "after action report" to the CASI Board of Directors within a week after the conclusion of TICC.

TICC JOBS

MAIN BEER CONCESSION

Job Description

I. OVERVIEW

This job requires that you plan for and execute the operation of MAIN BEER CONCESSION area during TICC.

II. TECHNICAL EXPERIENCE

You must have the ability to recruit volunteers, inventory products, prepare for daily operations and account for the inventory and the sales.

III. Job Tasks

A. Prior to TICC

7. Recruit Volunteers to work in the concession stand.
Tuesday 10:00 am to approximately 6:30 pm.
Wednesday 12:00 noon until approximately 10:30 pm.
Thursday – 10:00 am to midnight.
Friday - 9:00 am to midnight.
Saturday - 9:00 am to midnight .
8. List hours of operation in TICC program and in the Terlingua Trails.
9. Contact the coach of the Sol Ross Rodeo Club for volunteers.
10. Prepare initial beer, soda, water inventory.
11. Prepare cash collection sheets for each day of operation.
12. Prepare Price lists.
13. Prepare instructions for concession volunteers.

D. At TICC – Prior to Opening on Tuesday

1. Open and clean concession stand.
2. Verify with volunteers their hours of working and adjust/change as required.
3. Order & pick up “Staff Volunteer” shirts by size for volunteer workers.
4. Coordinate with CASI sponsors on location of their signs at concession stand.
5. Fill freezers with ice for sale and use.

E. At TICC – While in Operation

1. Pick up cash drawer with startup money from CASI Treasurer the morning of first day.
2. **Open and close** concession stand each day.
3. Ice up beer and beverages at 8:00 am or earlier each day.

4. Set up cash sheets showing sales.
5. Turn in cash to CASI treasurer as required daily.
6. Restock beer, ice, soda as required daily.
7. Insure inside of concession stand remains as clean and orderly as possible.
8. Keep concession stand outside area as clean of trash as possible.
9. Give out "Volunteer Shirts" as they leave their shift.
10. Be available to work in case volunteers do not show up.

F. Morning after TICC (Sunday)

1. Inventory and return all unsold beer, soda, water.
2. Store all equipment in storage area
3. Clean concession stand
4. Insure all money is turned in along with cash drawer to CASI Treasurer.

G. Prepare report to distribute to the CASI Board.

CASI OFFICAL MERCHANDISE CONSESSION STAND

Job Description

I. OVERVIEW

It is the responsibility of this person to order clothing and other items for the sale of merchandise during the Terlingua International Chili Championship. A budget must be developed, based on prior year sales, before ordering.

II. JOB TASKS

A. Responsibilities

1. Before ordering, develop a budget based on prior year sales
 - a. A budget should be developed several months in advance
2. Order clothing and other items for the sale of merchandise during the Terlingua International Chili Championship
 - a. Ordering must be done in time to insure certain delivery prior to the event.
 - b. Ordering includes definite plans for the receipt, storage and protection of the merchandise
 - c. Ordering is done by utilizing suppliers who can be contacted over the internet or through personal contact
3. Shipping
 - a. Items can be shipped to a reliable person attending TICC
 - b. If possible, shipped directly to the CASI site
 - c. Arrangements must be made in advance if merchandise is to be received in Terlingua.
 - d. Merchandise must be on hand in Terlingua no later than Tuesday of TICC week.
4. Merchandise Inventory
 - a. All merchandise must be counted and counted and verified against invoices on packing lists.
 - b. Any and all discrepancies must immediately be reported to the CASI Treasurer who has the responsibility for payment to the vendor.
 - c. Merchandise must be folded on Wednesday (you need a team of volunteers) and readied for the grand opening on Thursday.
5. Prepare Concession Stand for Opening

- a. Signs showing the retail price of each item must be prepared in advance.
 - b. During the year a supply of bags, grocery or similar, must be obtained or saved for use.
 - c. Schedule volunteers to man the Concession Stand. Help with sales should be lined up prior to TICC if possible.
6. Open Concession Stand Responsibilities (During the sale period)
- a. Concession Stand will be open Thursday thru Saturday,
 - b. Accounting of monies collected and turned over to the CASI Treasurer on a periodic basis during the day and night
7. After the TICC event Responsibilities
- a. All merchandise must be counted and a detailed report sent to the Treasurer
 - b. Left over merchandise must be boxed securely and stored in the CASI warehouse.
 - c. If you wish to continue selling merchandise during the year, it will be necessary to take the clothing and other items to your home.

PRESENT CONTACTS FOR SECURING MERCHANDISE

- A. Advanced Creative Advertising – Pat Krenek – 713-721-4997 – patchili@aol.com
Printed T-shirts and sweats and other clothing of your choice.
- B. Tennessee Filly Promotions – Susie Show - 731-847-7208 – shawpf@gmail.com
Order caps, demin and specialty items. Pins, bumper stickers. (Also the contact for Directors Shirts)
- C. Other items may be purchased thru various contacts of your choice.

CASI
PROCUREMENT of TICC CHILI JUDGES
And
SUPPLY REQUIREMENTS for the JUDGING
Job Description

I. OVERVIEW

Each year at TICC there is a need for approximately 700 Judges to judge chili on Saturday for the CASI International CCO. Some of the judges return each year. A record is kept of all the individuals who sign up and judge. You must invite almost twice as many judges as you need, because you will have many of them who may not return each year for this event. This director is also responsible for procuring the needed Judging Supplies.

II. TECHNICAL EXPERIENCE

A good knowledge of computer operating systems and software is desirable especially the use of Excel.

III. DUTIES

A. The duties of the Director in charge of procuring judges:

1. In July, determine the number of "I Judged" shirts to order. Normally 350 in Large and X-Large only.
2. In mid-July, order Judges Invitations, Envelopes and Return Cards. Currently we are ordering 700 TICC Judges Invitations, 700 return cards, and 700 envelopes.
3. In early September, mail invitations to all those on the master judging list.
4. As replies are received, not responses on master judging list.
5. Work with the Tallymaster on the order for Judges' Badges and holders. Currently we are ordering 600 badges, 30 Officials badges, 50 VIP badges and 700 badge holders.

6. After receipt of badges, begin placing confirmed Judges' names on badges. Place in a box in alphabetical order.
7. At TICC, conduct Judges' Registration on Thursday from 9:00 – 5:00 and on Friday from 9:00 – 1:00. Thursday Registration is done in the judging area; Friday registration is in the Calcutta area.
8. On Thursday night, begin assigning judges to the specific levels of judging. On Friday night, complete the judging assignments.
9. Bring a minimum of 20 sheets of white poster board. Post judges names on poster board for posting in the pavilion area.
10. When no response is received from a Judge in two years or the invitation is returned due to an insufficient address, the name will be removed from the master judging list.
11. After TICC, remove names from the master judging list and add names of those who signed up to judge while attending TICC.

CHILI JUDGING SUPPLY REQUIREMENTS

A. The Director responsible for the judging supplies must do the following:

1. Reproduce judging sheets for Saturday's chili judging:
 - a. Preliminary 200 sheets
 - b. Intermediate 100 sheets
 - c. Quarterfinals 60 sheets
 - d. Semifinals 35 sheets
 - e. Prefinals 25 Sheets
 - f. Finals 25 sheetsEach level of judging is printed on a different color paper.
2. Work with Donna Conrad of HEB to determine what items they can provide for judging. Needs are:
 - a. 2 cases of celery
 - b. 2 cases seedless grapes used for upper levels and final judging
 - c. 20 lbs cleaned baby carrots
 - d. 70 lbs mild cheddar cheese – prefer 5 lb blocks
 - e. 30 boxes of crackers

- f. 6-8 double packs of napkins
If they cannot provide all, work with the Food Basket Store in Alpine to order additional items. These must be picked up the Wednesday prior to the Saturday. **NOTE:** These items are also used on Friday for judging.
3. Line up individuals to assist with veggie cleaning and cutting on Thursday before the Saturday event.
4. Additional items required for Friday and Saturday events:
 - a. A minimum of 600 spoons
 - b. A minimum of 100 Styrofoam trays
 - c. A minimum of 24 large rolls of paper towels
 - d. A minimum of 20 large boxes of gallon Ziploc bags
These have been obtained by Dorothy Williams in past years.
5. Print 60 copies of the Table Monitor information sheet and give to Head Judge.

CASI BOARD OF DIRECTORS

This is a TICC duty assigned to a director each year. It is an important part of TICC, and must be accomplished.

CASI MEMORIAL BOARD

Job Description

I. OVERVIEW

It is the responsibility of this person to maintaining the Memorial Listing and updating the Memorial Board.

II. DUTIES

1. Maintain ongoing list of individual's names to be placed on the Memorial Board.
2. Prepare complete Memorial Board listing for distribution at Great Pepper's Meeting.
3. At least six weeks prior to TICC, order plaques for placement on the Memorial Board. Plaques are black anodized aluminum with adhesive backing, 1" X 4." The have silver lettering. Lettering is to be all caps. They have been purchased from brassco@chilitech.com, contact John Strange.
4. No later than Wednesday of TICC, place plaques on Board.
5. Provide email copy of Memorial Board listing to Boomer Kingston prior to TICC.

CASI TICC Front Gate

Job Description

I. OVERVIEW

It is the responsibility of this person to ensure that the Front Gate is ready for TICC and that plans are in place with the Gate Administrator and the Treasurer so that the process works smoothly.

II. JOB TASKS

1. Contact Terlingua Fire/Medics at least 3 months prior to TICC to determine schedule. It is recommended they be on site by Tuesday afternoon prior to the Saturday cookoff.
2. Develop Gate Policy with approval of the Board and share with the Administrator of the Terlingua Fire/Medics. Prepare copies for distribution at TICC (approx 1000).
3. At least 4 months prior to TICC, order wristbands. Qualified Individuals/Vendors – 1500; Spectators – 1500, Minors -100; Guests of VIP – 200; VIP (normally handled by the President).
4. Work with the Gate Administrator and CASI Treasurer to develop cash pickup schedule and radio codes for unscheduled pickups.
5. At conclusion of the event, inventory wristbands to determine the need for the following year.
6. After TICC, contact Terlingua Fire/Medics to obtain information relative to accidents/injuries during the event and report such to the Board at the winter meeting.

CASI TICC SECURITY

Job Description

I. OVERVIEW

It is the responsibility of this person to make the contacts required for getting the security plan in place and ensure that it works during TICC.

II. JOB TASKS

1. Contact Rio Bravo prior to winter Board Meeting to determine interest in providing security for the upcoming year.
2. If interested, take the security quote to the Board for approval. If not interested, determine security companies that would be and solicit bids.
3. After Board approval of security bid, transmit letter to successful bidder.
4. Meet with security, on site, and provide information relative to event; i.e., Gate Policy, special security requirements, etc.
5. After TICC, contact security and determine if there were any specific problems encountered during the event. Report these to the Board at the winter meeting.
6. Contact Brewster County Sheriff approximately 2 months prior to TICC to address any concerns he might have.
7. Contact Brewster County Sheriff after TICC to determine if any specific problems were encountered during the event and to solicit suggestions.

CASI NATIONAL SCHOLARSHIP DAY

Job Description

I. OVERVIEW

A Director is assigned the responsibility for organizing and executing the National Scholarship Day activities. These activities are held on the Friday prior to the TICC cookoff. On this Friday, CASI holds a non-chili competition day the purpose of raising money for the CASI National Scholarship Fund.

II. TECHNICAL EXPERIENCE

This Director must be able to coordinate the 3 events held on this day. Those three events are Beans, Salsa and Hot Wing Competitions. It requires the identification of a chair person for each event and insuring that all needed supplies are available and are adequate. It also includes the procurement of the awards.

III. DUTIES

A. Responsibilities

1. In September prior to TICC, identify the Chair Person for each event. Currently there are three competitions that are held with a chair person heading each.
 - a. The three events are Beans, Salsa, and Wings
2. Coordinate the 3 events, including assisting each chair person, meeting the underwriters, overseeing registration (including reconciling and turning in the funds collected) and assisting in the presentation of awards.
3. Director will be on site to answer questions and assist where required
4. Record winners and provide such to the Editor of the Terlingua Trails, the Executive Director and the Treasurer.

B. Registration

1. Registration for these events is held Thursday simultaneously with TICC chili registration and also a short time Friday morning. Current hours are:
 - a. Thursday 10:00 AM to 3:00 PM Behind Stage
 - b. Friday 10:00 AM to 11:30 AM Behind Stage

2. A Crew of folks are assembled to handle registration at which time a participant: signs up Registration for these events is held Thursday simultaneously with TICC chili registration and also a short time Friday morning. Current hours are:
 - a. signs up and pays the entry fee in one location
 - b. Moves down a line to receive their entry cup/container and promotional giveaways

C. Chair person's Responsibilities for their respective events:

1. Items prepared, secured or otherwise by each Chair Person
 - a Table Monitors
 - b. Judges
 - c. Entry containers
 - d. Buffalo Wing trophy – 1st Place (Madjack)

D. Supplies provided by assigned personnel:

1. Pallet cleansers (CASI general stock)
2. Tally sheets (Renee Moore provides for each event)
3. Pencils (CASI judging pencils)
4. Tally Computer (Kevin Wooster and crew that handle TICC overall)
5. Trophies (Jim Ezell as a part of the overall CASI trophy order)
6. Promotional give away items (each underwriting sponsor, as provided to CASI)

D. Supplies provided by assigned Director:

1. Sign up lists for volunteers to be handled by the Chair Persons at the GP Meeting
2. Announce request for volunteers at the GPM
3. Sign up sheets to record all participants
4. Sign up forms for each participant
5. Provide entry list to each event Chair Person
6. Use a poker chip arrangement in the registration process (2007)
7. Salsa chips for salsa judging (in 2008 **Xochitl**)
8. Change for registration. All entry fees are in multiples of \$10, just bring 20 tens.
9. Computer, printer, paper to create alphabetic entry lists for the event Chair Persons
10. Calculator for helping reconcile entry fees; it is in CASI storage room
11. Director will be

E. The Underwriters of the event are:

- | | | |
|------------------|---------------------|------------------------------------|
| 1. Beans | Bruce Foods | Si Brown, Cody Oliveira |
| 2. Salsa | Mrs. Renfro's Foods | Bill Renfro and Doug, Becky, James |
| 3. Buffalo Wings | Bruce Foods | Si Brown, Cody Oliveira |

- F. The awards checks are written by the CASI Treasurer in advance of announcements awaiting the names of the winners for completion.
- G. Product for the wing competition is provided by Tyson. 700# of wings are secured by Donna Conrad as the CASI contact person who was responsible for securing this annual donation.
- F. After TICC, the director will submit an after action report.

SAMPLE SCHEDULE

Thursday schedule:

10:00 AM to 3:00 PM Registration behind the Stage, which coincides with chili Registration

Friday schedule:

Friday – CASI Scholarship Day

8:30 AM	Presentation of Colors and National Anthem
9:00 AM	Judges' Registration in Judging Area until 1:00 PM T-Shirt and Beer Concessions open
11:00 AM	Cook and Show Team Registration behind the Stage until 2:00 PM. Photographic identification must be presented to register to cook chili and perform showmanship.
11:00 AM	Beans and Salsa Competition Registration until 11:30 AM
11:00 AM	Hot Wings preliminary turn-in at the Judging Area
12:00 PM	Beans turn-in at Judging Area
1:00 PM	Salsa turn-in at Judging Area
1:30 PM	Posting of Hot Wings Finalists
2:30 PM	Showmanship Team Meeting at the Stage Area
3:00 PM	Hot Wings final turn-in at the Judging area
4:30 PM	First-Time Cooks' Meeting and Reception Behind the Stage
5:00 PM	Announcement of Wings, Beans and Salsa Winners from the Stage
8:00 PM	Stage entertainment until Midnight

CASI Public Relations Director

Job Description

VIII. OVERVIEW

The Public Relations Director is responsible for promoting CASI and Chili both to our members and to the public. Public Relations has the responsibility for two area's: Internal and External Public Relations. The areas although different do cross the same lines at times in accomplishing the job. The following tasks are listed by category for the position.

IX. TECHNICAL EXPERIENCE

A good knowledge of computer operating systems and software is desirable. Internet access is required. You must have the ability to relate to people, businesses and organizations.

DUTIES

A. EXTERNAL PUBLIC RELATIONS

1. Answer all emails coming thru the CASI WEB Site such as
 - a. How do I start a chili cookoff
 - b. What is different about Texas chili and regular chili?
 - c. Request for stories and interviews from the media
 - d. When is TICC, what is going on, is motels available, how can I reserve a campsite, are there places to eat, what about RV hookups, etc?
2. Prepare Press releases and radio spot announcements for TICC and distribute to the media
3. Prepare press release on TICC Champion and distribute to the media
4. Work with sponsorship chairman promoting our national sponsors
5. Work with board members as their projects relate to public relations.
6. Identify ways for new exposure/promotions for CASI – i.e. GPS Systems. Military discounts, etc.

B. INTERNAL PUBLIC RELATIONS

1. Work with PODS/Members on their request for assistance in public relations.
2. Have basic news releases available to them for use.

C. BUDGET: Public Relations does not have a scheduled budget.