

Responsibilities of the Head of Delegation

Anyone considering volunteering for the head of delegation position should first read through this section.

The head of delegation must:

- Submit an original police check with your registration and ensure that each counsellor from your delegation does so as well. The check must be current within the last 6 months.
- Assign students to rooms (students must be paired up).
- Speak to all counsellors and parents prior to the National Fair to ensure that the Code of Conduct and structure of the National Fair is fully understood.
- Ensure that each student has proper photo identification and that the participants are aware of baggage restrictions on aeroplanes.
- Ensure that a delegate's project meets the standards set by Historica.
- Prepare a pack of tools and other items needed to repair, display and repack projects.
- Ensure that the student delegates have pins from your city/province/territory or other items to share and trade with other delegates.
- Co-ordinate the preparation of luggage and knapsack identifiers for the delegation, using the provincial colours assigned by the Heritage Fairs team.
- Prepare a binder of information on your delegation that includes project information, contact information, medical conditions etc.
- Advise counsellors and/or, parents and students of final travel arrangements, departure times, points of departure and allowable luggage. Please note a student's project must be packed separately from personal luggage.

While at the National Historica Fair a Head of Delegation must:

- Assume overall responsibility and leadership for your delegation and carry out various activities and duties assigned to you by the on-site committee.
- Be responsible for assigning and supervising three or four counsellors each of whom are responsible for 4 to 5 delegates for the duration of the National Fair including travel times.
- Ensure that the Historica Code of Conduct is respected by the counsellors and students and be willing to take disciplinary action should it be required.
- Be familiar with each student in your delegation.
- Be prepared to contact the parent/guardian of a delegate in case of an emergency.
- Upon arrival, check that all student projects have arrived.
- During on-site workshops ensure there is at least one counsellor on site at the Village and after "lights-out" ensure there are two counsellors from your delegation at the Village.
- Ensure that there is proper supervision of delegation off-site, i.e. exhibition, tours, etc.
- Act as the liaison between the delegation and the National Historica Fair organizing team.
- Attend daily morning briefings on behalf of the delegation and advise counsellors of what transpires in those briefings.
- Be willing to share the responsibility for nighttime supervision of the students.
- Ensure that your delegation is always punctual.
- Have a good understanding and a list of your delegates' projects being presented at the National Fair.

- Co-ordinate the set-up and teardown of delegation's showcase at the National Fair Exhibition.
- Be responsible for the security of travel documents, reconfirming flight times or scheduling of ground transportation.
- Coordinate the distribution of tickets and advise counsellors that boarding passes and ticket stubs must be returned at the end of the National Fair.

Fax this form to: Historica Fair Team (867) 857-3090.

Nunavut Historica Fair Programme

National Historica Fair Counsellor/Head of Delegation Submission

Head of Delegation

Counsellor

Name: _____

Position: _____

Phone number: _____

Fax number: _____

Community: _____

I speak Inuktitut.

I speak Inuinnaqtun.

I speak English.

I speak French.

I am a non-smoker.

I will be able to pass a security check.

I have experience taking students on a trip.

Explain.

I have taken First Aid/CPR training.

Course: _____ Date: _____

Course: _____ Date: _____

I am an active participant in the Historica Fair Programme.
Explain.

I have previously attended a National Historica Fair as a counsellor.
When:

I think that I would make a good counsellor because:
