

CSEF Director Job Description

The duties and responsibilities of the Colorado Science and Engineering Fair Director shall include, but are not limited to the following:

- Submit for review, a long-term vision for the CSEF at the annual Board of Director's Meeting on the 2nd Saturday of September.
- Develop plans towards improving the CSEF and ISEF experience for the students involved.
- Promote the CSEF to public and private institutions personally and through the resources of the Colorado State Science Fair, Inc. Board of Directors.
- Assist in creating a yearly budget and make timely and as appropriate management, operations and budget decisions as needed to produce the CSEF
- Represent the CSSF, Inc. Board of Directors to parents, teachers, students, the public, and the media before, during and after the CSEF.
- Act as the chair of the Advisory Council to CSEF.
- Set up Working Committees and assign tasks relevant to those committees.
- Aid in creating new fund-raising opportunities for CSSF, Inc.
- Oversee the design and content of the CSEF web site.
- Aid Regional Fair Directors as requested and feasible.
- Direct the organization and implementation of the CSEF, including:
 - Booking and assigning rooms necessary for exhibiting projects, holding meetings, coordinating judging, producing awards ceremony, and other student/teacher activities.
 - Creating CSEF publications – rulebook, finalist handbook, and program.
 - Ordering/procuring supplies/materials needed to run the CSEF.
 - Solicit volunteers for needed jobs before, during and after CSEF.
 - Set up Scientific Review Committee and make sure CSEF is run according to ISEF affiliation rules.
 - Create and update the CSEF database program as needed.
 - Handle all ISEF arrangements for CSEF winners and adult-in-charge.
 - Act as master of ceremonies at the CSEF Awards Ceremony on Friday evening.
 - Create post CSEF reports for the Board of Directors, Advisory Council and Regional Fair Directors.
 - Update all CSEF materials as needed to keep current and understandable in the event that someone else needs to take over mid-year.
 - Follow the CSEF Director Timeline for specifics to organizing the CSEF.