
JOB DESCRIPTION * WAVES RECOVERY ROUNDUP *

CAPE ATLANTIC INTERGROUP

Registration Chair

- Selects a Co-Chair and recruits volunteers to assist with registration duties.
- Researches possible mementos and presents options and pricing to the committee for purchase approval.
- Inventories supplies (badge ribbons, badge holders, pens, markers, badge stickers, envelopes, labels, etc) and purchase as needed.
- Works with Web Chair to open online registration once the budget is finalized.
- Designs a mail-in registration form.
- Maintains a detailed file of registrations and banquet ticket purchases and reports on it at the monthly meetings from July onward. Obtains downloaded registration data from the Website Chair and updates the Registration tracking file as they come in. Keeps Chair aware of Banquet sales.
- Works with Chairperson and Co-Chair on Comp/VIP list.
- Creates and prints Roundup badges for pre-registered attendees and blanks for walk-in attendees. Prints reports to use at the stuffing party and at the registration table.
- Creates and prints meal tickets.
- Schedules and holds pre-registration stuffing party to stuff pre-registration packets and walk-in packets.
- During the event:
 - Take the boxes of registration packets to the event on Friday.
 - Sits at the registration table for the majority of the event.
 - Has full knowledge of the event schedule and layout, and helps direct people.
 - Handles credit card payments with a credit card swiper provided by the Treasurer.
 - Counts money, and ensures that the cash box has sufficient change available.
 - Prepares cash for handover, and notifies the treasurer when the box is 'too full'.
 - Acts as a public relations person in the event of any problems occurring at the table.
 - Is responsible that all attendees are treated in a respectful and professional manner.