

Convention Registration Chair

The Convention Registration Chair is someone designated as immediately subordinate to the Education/Convention Chair and is responsible for Registration for convention.

Specific Responsibilities

Process registrations

- Make necessary revisions to registration form
- Make sure online registration is set up
- Make sure payment information is set up
- Coordinate registration
 - Record of attendees
 - Record of food order to be placed
 - Preparation of Name Tags
 - Preparation of Certificates if presenter will not be doing them
 - Verification of member status
- Coordinate with Website Chair to email confirmation to attendees
- Refund money for cancellations via financial administrator, may need board approval
- Serve as host/hostess at each event handling onsite registration
 - Assign volunteers to handle onsite registration
 - Assign volunteers for sign-in, sign-out sheet
 - Prepare sign in/out sheets
 - Break alphabet up in sections
- Coordinate Website Posts, Social Media Posts and Newsletters for Registration
- Make sure President and Convention Coordinator and Convention Committee Chair get regular reports on registrants.

General Responsibilities

- To attend CEU classes at state convention at a lesser fee or at no cost, must meet the required chapter participation as set forth in policy for attending meetings and outreach events.

Eligibility

Must be a professional member in good standing and sign Chapter Volunteer Code of Conduct.

Term of Service

Appointed positions will be for a term of one (1) year or until successors are appointed.

Accountability

The Convention Registration Chair is accountable to the Chapter President.

Vacancy & Succession Authority

This position functions as prescribed by the Chapter Board and has no general authority to act on behalf of AMTA or the Chapter or to commit AMTA funds.

A vacancy may be filled by appointment by the Chapter President with the approval of the Chapter Board at any Board, Chapter, or special meeting.

Removal from Office

The Convention Registration Chair shall automatically be disqualified to serve if dues for the current year are not paid; or fails to fulfill her/his duties and responsibilities (dereliction of duties); fails to abide by chapter volunteer code of conduct.