

WASHINGTON SCHOOL NUTRITION ASSOCIATION
Job Description
Annual Conference Registration Chair

1. Coordinate pertinent duties with the Executive Director.
2. Obtain items to be included in the registration packet (notepads, pencils, other complimentary items). The Registration Chair should not contact companies that supply products to child nutrition programs unless the company has completed a sponsorship form. Any questions regarding this policy should be directed to the Executive Director.
3. Work with Conference committee to determine need for meal tickets.
4. Prepare registration packets.
 - a. Work with the Executive Director to determine best method of delivering name tags, receipts, meal tickets, etc., to each registrant. It is recommended that standard registration packages be prepared in advance for all attendees and that separate envelopes with individual registrants' names be prepared and include all required name badges, meal and special function tickets, ribbons, etc.
 - b. Fill registration packets with complimentary items and any other items determined to be included. Complimentary items must either be generic (no business name) or not related to any vendor.
 - c. Program books should either be included in the registration packet or handed out individually at the registration table. They should never be left in a stack on the registration table for anyone who wishes to take one, since they are ordered in sufficient numbers to provide one only for each registrant and exhibitor.
 - d. Supply boxes in which to store the registration packets at the registration table.
5. Secure personnel to:
 - a. Stuff large registration packets
 - b. Staff pre-Conference registration desk
 - c. Staff registration desk in adequate numbers to handle the registrants during all hours that registration table will be open. Registration desk staff should arrive 15 minutes prior to posted registration opening.
6. Oversee registration table. Be personally present, if possible, during opening and closing.
7. Be prepared to handle questions from all attendees as they will go to the Registration Desk for information.
8. Work with Executive Director to ensure the security of cash box, meal tickets, receipt book, etc.

Executive Director Duties in relation to Registration Chair:

1. Develop registration form with input from Registration chair and Conference Committee.
2. Publish registration form in the spring and summer issues of the Apple Press.
3. Receive registrations from those wishing to attend Conference.
4. Make regular deposits of funds received for registration.
5. Keep Registration Chair informed of the number of attendees.
6. Maintain a database that includes all pertinent information regarding registrants.
7. Store all ribbons for conference.
8. Order all badges and ribbons needed for the conference and develop a system for their distribution in conjunction with Registration Chair.
9. Provide individual envelopes that include name tag, receipt, and other items that have been selected to be included on an individual basis. The sorting system used for registrations should clearly identify the different groups of people attending as needed. Guest speakers, workshop presenters, workshop providers, certain VIP's, and other groups are often marked and sorted separately so these people are easily identified at the registration desk for purposes of special instructions.
10. Work with Registration Chair and Meals Chair to provide meal numbers.
11. Be personally present at the registration table whenever possible throughout conference.
12. Be prepared to handle questions from all attendees as they will go to the Registration Station for information.
13. Provide blank receipts at the registration table for use as needed.
14. Ensure that a cash box is available at the registration desk.
15. Have change available for those paying cash at registration. All copies of receipts and the receipt book should be safeguarded.
16. Work with the Registration Chair to make sure funds are kept secure and that large quantities are not allowed to collect.