

REGISTRATION CHAIR JOB DESCRIPTION

October

- Review evaluations
- Prepare a report as the Registration Chair for presentation at the Board and Faculty summary meeting
- Attend the Board and Faculty summary meeting
- Bring a USB containing copies of templates and forms to Board/Faculty meeting
- Present any changes or recommendations to the Board for approval

April/May/June

- Registrations start to arrive
- Set up an Excel Sheet for "Complete Information" (use CMC/MMC).
- Set up an Excel Sheet for "Payments". Ensure payments are sent to the Treasurer in a timely manner and with a coversheet
- Set up an Invoice Form

May

- Purchase File Folders:

White	Board/Faculty
Red	Academy
Green	Year3
Yellow	Year 2
Blue	Year 1 Binders for year 1
- Purchase Address Labels:
 - ✓ Used on the outside of folders (use CMC/MMC)
- Purchase lined paper--Placed in all folders
- Purchase colored paper - follow color code used for file folders:
 - ✓ For Name Display for Desk
 - ✓ For Name Display for Door
 - ✓ For Name Tags

June 1 - June 15

- Complete Information into the Excel Sheet.
- Add scholarship funding to recipient's invoice.
- Complete Information on Finances.
- Reminder: Set up a schedule with the Treasurer on submitting funds
- Email Invoices to all students

June 15 - June 29

WILL NEED TO KNOW MAIL MERGE

- Set up information to produce:
 - Provide Excel file to Secretary for certificates

- Create class sign-in lists
- Create Name Display - Desk (Name Only)
- Create Name Display - Door (Name/Town/State)
- Create Labels for File Folders (Name/Town/State)

Name Displays should be color coded same as file folders

Week before the Institute

- Produce Name Tags (White paper) (use CMG/MMC)
 - ✓ Print on appropriate color paper
 - ✓ Cut and insert into Name Badges
- Assemble File Folders (Binders for Year 1 only) to include:
 - ✓ Writing Pad/Paper
 - ✓ Pen
 - ✓ Name Display - Desk
 - ✓ Name Display - Door
 - ✓ Name Tag
- Call or email any Town Clerk who has not sent money or explained when payment will be received.
- Mark Registrations - Paid
- Use a sticky note to highlight those CLERKS' who need to pay at Registration. Print 2 invoices for those individuals who will be paying at registration (one copy for them and one for NEMCI)
- Print out sign-in sheets for each class/year

Saturday- Before Registration

- Insert into file folders (Entire Board helps):
 - ✓ List of Room Assignments
 - ✓ Schedule of Classes
 - ✓ Desk nametags
 - ✓ Any additional information
- During registration, Registration Chair sits with the Treasurer to collect money for unpaid registration fees

After the Institute

- Order pens, lanyards or binders (check with Treasurer first)

September

- Finalize numbers of attendees and provide information to the Treasurer to assist with the budget process

Adopted by the NEMCI&A Board on: