

Registration Chair Job Description

October

- Review evaluations.
- Prepare a report as the Registration Chair for presentation at the Summary Meeting.
- Attend the Summary Meeting.
- Bring a USB containing copies of templates and forms to Summary 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 cover sheet.
- Set up an invoice form.

May

- Purchase file folders:

White	Board/ instructors
Red	Academy
Green	Year3
Yellow	Year 2
Blue	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 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&A).
- 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.

Amendments approved by NEMCI&A Board: October 13, 2018