

## **Registration Chairperson**

### **The Registration Chairperson Shall:**

- Serve on the Executive Board and attend all meetings. If unable to attend, should send a written report for presentation
- Receive all registration materials - work with IU contact to receive online registrations; receive by mail hard copies and checks
- Work with the treasurer to submit all received checks
- Develop and maintain an up-to-date list of conference attendees (including presenters etc.)
- Keep accurate records of conference attendees, payments etc.
- Solicit vendors to donate items for SWAG bags (including bags, folders, misc. items)
- Create materials for conference to include, but not limited to: Name Badges, Folders, Certificate of Attendance, Receipt for attendees
- Issue a receipt to each attendee for evidence of payment received (may send prior to conference or issue to attendee at conference)
- Work with the treasurer and IU contact person to determine, when necessary, refunds for an attendee cancellation
- Greet all attendees at the conference and distribute conference materials, SWAG bags, and Act 48 Information (collect Act 48 Forms at the conclusion of the conference)
- Work with the IU contact person to submit all Act 48 Credits for each attendee
- Orient the incoming registration chair to the duties of the office and turn over all materials at the conclusion of the conference.
- Expenses will be approved by the Executive Board and paid by PBEA for attending the Executive Board meetings and the conference if not reimbursable from other sources