REGISTRAR POSITION DESCRIPTION

?? At first meeting (June) set early bird date and regular registration deadline.

?? Receive registrations and process as follows:
- If payment is by cheque note cheque # and whether it is a personal cheque or a library/board/school, etc. cheque. Also note amount of cheque and when more than one person is included in the payment received write the names of the other people at the top of each registration. This is a valuable crosscheck.
- input data into computer using Microsoft Access. Previous year's format are on disk.
- file paper copies in alphabetical order in binders.
- keep original registration forms for reference in case of a dispute at registration desk during conference
- check that registrants are members of ALTA or LAA by sending regular reports to executive directors of prospective associations. This is done using "query" in the Access database.
- mark on each cheque what the amount includes (1 ALTA, 2 LAA, 1 guest, etc.)
- send cheques to treasurer with report which contains date mailed, name on cheque, total and what the total amount represents (ie. ALTA, LAA, Student, etc.)
- keep track of credit card payments – create report for treasurer with card #, expiry date, name on card, amount of charge and what it is for (ie. ALTA, Guest, etc.) and a contact number in case there is a problem with the card
- keep track of limited sessions and provide limited session speaker with a list of who is registered for that session
- exhibitors list provided by exhibits person - name tags need to be provided at the conference for late registered exhibitors as well as delegates

?? Order ribbons, name tags and registration package envelopes

?? Produce name tags and receipts from computer data

?? Stuff registration packages
- print labels for the envelopes (alphabetical order)
- place labels on envelopes making sure to keep them all in alphabetical order
- have exhibitors packages separate from speaker/regular registrations
- print name tags and receipts, keep in alphabetical order
- appropriate ribbons, name tags and receipts go into registration package and any other items registrar has agreed to
- speakers need a note in their packages with registration number for their session, convenor name and session room – this information will be provided by the respective co-chairs – cheques will be provided by treasurer if applicable

?? At meeting in the fall let person doing the registration booklet know what the times at the registration desk will be
?? make any changes to registration form or any other registration info that needs to go into the ALC brochure. Proofread the sections of the brochure that apply to registration.

?? Provide various lists
- local arrangements person needs delegate list for early bird draw. This list will only include paid delegates who have registered by the early bird deadline.
- A second list of all paid delegates registered is needed for a second draw at JPL for the free weekend.
- JPL needs list of numbers in each session for assigning proper size of room
- co-chairs need list of session numbers
- list of session numbers also needed for registration desk
- separate list of ALTA delegates and LAA delegates needs to go to Executive Directors
- provide list of registrants to the speakers of any limited sessions
- provide the Info to Go person with the ribbon colours and what they stand for as well as the registration stats

?? Recruit volunteers to work at the registration desk
?? Make sure a checklist on where to find things is available at the registration desk for the volunteers
?? Act as trouble-shooter during registration hours
?? Have extra nametags and a disk with registration information on hand at conference
?? provide list of all delegates (name only on one sheet of paper if possible) for distribution at registration desk
?? On the last day of the conference put out recycle bin for nametags - store for next year