

TSWB REGISTRATION DIRECTOR DUTIES:

The Director shall perform the following duties for the TSWB and Affiliated Chapters, in Tennessee, of the American Payroll Association.

PRE-CONFERENCE [10 months before conference]

Ensure that there are enough name badge holders, name badge inserts, lanyards, name badge ribbons, and drawing tickets. Also, there are enough supplies for the registration desk [tape, staples, stapler, packing tape, paper clips, paper binders, and scissors. If any of these items are needed, then place an order with vendors like “Name Badge Productions”, etc.

Seek sponsors for the attendee bags, notebooks (1/2 inch 3 ring), and lanyards for the attendees & speakers.

The Director is responsible for bringing all items to the conference.

Begin the process of gathering names and email addresses for the invitation emails. Collect from past attendees, chapter members, APA members, and any other source available.

Begin the process of creating the invite document to be used for the upcoming conference.

Send out a “mark your calendar” email to the database of the upcoming conference.

Give the TSWB Treasurer an estimated budget for the upcoming conference.

PRE-CONFERENCE [January or before]

Start sending the Conference Invitation to the created email database at least every two weeks. Start sending weekly closer to the conference.

Create and maintain a spreadsheet with all registered attendees. The spreadsheet must be compliant with the APA. At the end of the conference send the spreadsheet to the APA Chapter Relations. This must be performed within 30 days from the end of the conference.

Create the name badges and put the name badge inserts into the name badge holder. Also, place the prize drawing ticket into the name badge holders.

Work with the TSWB Treasurer to create attendee payment invoices, using our MXMerchant client.

The Director will communicate with the TSWB Executive Director about problems or issues that need attention from the Board.

The Director shall maintain a relationship with the Local Chapter Presidents and their officer's board.

Maintain the registration form(s) submissions and create and update any associated Excel spreadsheets.

At least one month from the conference a Theme Contest will be created.

AT THE CONFERENCE:

Set up the Registration Process.

Coordinate the attendee bag assembly prior to the conference. Set the day, time, place and solicit volunteers to assist with the bag assembly.

Communicate the time that registration will begin.

Setup the registration area and solicit volunteers to assist with handing out the attendee bags and other necessary duties. Ensure someone is at the Registration/Information Desk during the conference to assist attendees, sponsors & speakers. Have the necessary supplies at the registration desk area. [Stapler, paper clips, tape, scissors, and a computer and printer].

Communicate with the Director of Hotel. Give the Hotel Director the number of registration tables & type. Communicate any other needs for registration that needs to be provided by the Hotel.

At the Closing Session, the director will attempt to collect the name badges and lanyards. This is to save money for the next year.

OTHER RESONSIBILITIES:

Identify the need for appropriate committees to assist in fulfilling the mission of the TSWB.

Established committees shall appoint a chairperson and the chairperson will communicate with Director of Registration with any needs or issues.

The above duties shall be carried out in a manner that upholds the dignity and ethics of the TSWB and the TN Local Chapters of the American Payroll Association.

The Director of Registration shall be available to the TSWB Executive Director for any mission not stated above.

The Registration Director is expected to attend all Board meetings and conference calls.

Also, the Registration Director, if necessary, must be willing to travel for planning and/or other duties.

The Registration Director must also be able to attend the annual TN Statewide Payroll Conference annually.

The Registration Director must have access to a computer, laptop, smartphone or other electronic device that can be used for communication with the Board members during the daytime, evenings, and weekends as needed.

The Director of Registration will have One (1) Vote in all Board matters.