

CONFERENCE REGISTRATION

Revised June 2009

I. OBJECTIVES AND RESPONSIBILITIES

This committee is responsible for registration for the Chapter Conference.

II. ORGANIZATION

A Manager appointed by the Vice President of Chapter Conference will head the Conference Registration Committee. The committee manager reports directly to the vice president.

III. GUIDELINES

- Meet with the former manager to obtain records and discuss duties and responsibilities.
- Inventory ribbons, tickets, badge holders, and pins. Prepare a list materials needed for the year.
- Prepare a budget and submit budget to the vice president.
- Appoint additional committee members as necessary.
- Order materials after budget approval.
- Prepare registration page for the brochure manager.
- Submit progress reports monthly to the vice president.
- Attend conference staff meetings.
- Manage the functions of the committee.
- Read and become familiar with the Constitution and Bylaws.

IV. PROCEDURES

- Record Registration and forward payments to treasurer.
- Prepare session lists for program manager.
- Compile attendance totals for meals and sessions for arrangements

manager.

- Prepare packets and attendees envelopes.
- Staff and handle registration table.
- Handle inquiries about the conference.
- Prepare attendees list for exhibits manager.
- Interact with other conference managers and vice president.

V. FINANCIAL

All funds received from an ARMA Houston Chapter-sponsored event or project should be turned in to the ARMA Houston Chapter Treasurer for handling. Under no circumstances are ARMA Houston Chapter VP's, Committee Managers, or Committee Members authorized to split, disburse, or retain monies for expenses incurred out of the funds collected from an ARMA Houston Chapter-sponsored event or project. The ARMA Houston Chapter Treasurer, upon the presentation of a completed check request form and receipt, should pay all expenses from an ARMA Houston Chapter-sponsored event or project.

VI. ATTACHMENTS

None.