

Meeting Registrar

Overview of Responsibilities:

The role of the Meeting Registrar is coordinating the assembly and distribution of program materials, registering attendees for the Annual Meeting, and retaining and organizing records relating to these activities.

Responsibilities:

1. Provide input in the program process.
2. Create and distribute the Annual Meeting Program with assistance from the Vice President.
3. Assist the Vice President in gathering abstracts and speaker information for the Annual Meeting NSH Contact Hour Approval process.
4. Be the primary contact for questions relating to registering for the Annual Meeting.
5. Receive attendee registration from the Treasurer for the Annual Meeting.
6. May provide attendees with receipts for registration and/or membership received for the Annual Meeting as directed by the Treasurer.
7. Keep both paper and electronic records of attendee registration.
8. Create forms, on-site program, meeting survey, etc. for the Annual Meeting, see Appendix 1.
9. Provide registration and/or membership payments and membership records to the Treasurer as needed.
10. Create a roster with attendee contact information to be given to NSH for Contact Hour Approval and to Vendors who registered for the Annual Meeting.
11. Send for review newly created documents and proof records for accuracy before distribution.

Time Commitment during Year:

Will vary depending on the time of year, but on average 4 - 6 hours per week.

Time Commitment during NCSH Annual Meeting:

Time will be needed prior to and during the Annual Meeting for registration and assistance with general running of the meeting.

Qualifications:

The individual should have been a member of NCSH for at least one year prior to appointment.

Selection Process:

Qualified individuals will notify the NCSH President of their interest in the position. The President with approval from the other officers will appoint an individual to this position.

Term of Position:

There is no term limit for this position.

Accountable to:

The Meeting Registrar is accountable to the NCSH President and Board of Directors. While the Meeting Registrar does not have formal voting rights, they are encouraged to attend NCSH officer meetings.

Funding:

Funding will be based on the NCSH General Funding Policy. This may include:

- Registration
- Food
- Hotel
- Travel

Vacancy:

When there is a vacancy in this position, a qualified member will be appointed by the NCSH President with approval from the other officers.

Appendix 1

Forms, spreadsheets, etc. for Annual Meeting:

- On-site program
- Vendor/Sponsor acknowledgement
- Registration receipts
- Attendee registration spreadsheet
- Attendee sign-in sheets
- Meeting confirmation form
- Meeting surveys – Attendee and Vendor
- Name Badges – preprinted and extras
- Folder labels – names preprinted and extras