

# IMSS Planning Committee Registration Committee Chair POSITION DESCRIPTION

## PURPOSE

- Coordinate the registration activities for IMSS
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## TERM

- 2 years, serving as Registration Co-chair in year one and Registration Chair in year two
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## QUALIFICATIONS

- ASCLS Professional or Emeritus membership and reside in Region VIII
  - Recommended experience that would be helpful to someone holding this position:
    - Previous experience serving on conference planning committee at the state or regional level.
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## DUTIES

- Assists the Publicity Chair and the Program Chair with the save-the-date postcard, final program, and all other publicity material.
- In coordination with the planning committee, submits suggested registration fees to Region VIII Council for review and approval
- Updates registration forms with appropriate information including registration fees
- Sets up EZ Register (or similar on-line registration program).
- Responsible for printing badges for speakers, registrants, guests and exhibitors.
- Adds badge ribbons, if using, to registration packets (Speaker, Board of Directors, Planning Committee, etc.).
- Arranges for meeting bags and coordinates assembling the contents into the bags.
- Communicates any special needs identified by meeting attendees to appropriate committee (e.g. dietary needs to social committee)

- Sets the registration hours for the meeting, and arranges for volunteers to man the desk during those hours.
  - Provide a means in the registration area for communicating messages, changes in the program, etc.
  - Prepare a final report for the IMSS General Chair following the meeting
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## EXPECTATIONS

- Meeting attendance & Travel requirements: Attend all planning committee meetings, attend IMSS
  - Reports: monthly reports to planning committee; final report to IMSS General Chair after completion of conference
  - Deadlines: as needed for a successful meeting
  - Average time commitment: Approximately 4-6 hours per month until about 2 months prior to the conference, then time commitment increases according to planning needs.
  - Financial considerations: Lodging is reimbursed 1/2 night at Snow King, or 100% if using a planning committee condo; each committee is allowed one complimentary registration (if 2 chairs, each is allowed 50%)
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## RESOURCES

- Mentors: Region VIII Director, past IMSS Planning Committee chairs, past IMSS planning committee members
  - Materials: Green Book folders in Box shared IMSS folder
  - Helpful Hints & suggestions: Good communication skills and organizational skills, access to means to print badges either on a personal printer or local store
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## BENEFITS

- Contributions to the profession: Coordinate with the planning committee to provide a seamless process for attendees to register for IMSS.
- Skills developed/enhanced: details related to planning activities, computer skills, and social skills working with registrants, leadership
- Contacts / networking opportunities: Meet and develop relationships with colleagues throughout Region VIII
- Travel opportunities: Jackson, Wyoming