

MARYLAND SCHOOL NUTRITION ASSOCIATION
DUTIES AND RESPONSIBILITIES OF
SPECIFIC CONVENTION SUB-COMMITTEE

Name of Sub-Committee: Registration, General

Purpose of Sub-Committee: Solicit and accept payment for registration in advance and on-site during the association's annual convention.

Preliminary Duties:

1. Consult with Convention Committee regarding registration prices.
2. Prepare registration form and print in Summer *Serving Spoon*.
3. Process pre-registrations, noting which package/tickets each attendee purchases, and forward payments to Treasurer.
4. Prepare name tags and ticket package for each attendee.
5. Report pre-registration totals at Convention Committee meetings.

Duties at the Convention:

1. Pre-pack convention bags and programs, etc.
2. Distribute packets to pre-registered members.
3. Accept on-site registrations and provide packets. Process memberships, as needed.
4. Print roster for Friday Evening Event at the close of Friday's on-site registration.
5. Print roster for Saturday Evening Event at the close of Saturday's on-site registration.

Follow-up Duties:

1. Forward funds collected on-site to Treasurer at follow-up meeting.
2. Provide detailed report of attendees during follow-up meeting.