

Convention Secretary On-Site Duties

- Be available in the office to assist attendees, committees and staff from 8:00am until after main speaker meeting, Thursday, Friday, Saturday and Sunday (break for large meals).
- Work closely with the treasurer to reconcile onsite registrations, coupon sales, meal sales if applicable, packets with balance due or refunds.
- Work with Treasurer, Registration, Solutions, Coupons to problem-solve registration issues
- Maintain a list of helping hands and meal tickets requests and give out tickets as directed by the Steering Committee.
- Set up table seating charts and work with the banquet captains to assign table numbers, seating zones and special needs tables.
- Be available at the door before meals to assist with any meal ticket or seating issues.
- Issue replacement badges.
- Data enter all on-site registrations.
- Make evaluation forms and coordinate the distribution and collection of them.
- Work with facilities and security to distribute wrist bands before meals.
- Take minutes at the forum after the meeting.
- Set up office on Wed following pre-con and pack up Sunday following the Convention.
- Work with hotel staff /banquet captains during meals to make sure things are going smoothly and collect invoices for the treasurer and SC chair.
- Assist souvenir committees with printed lists of pre-orders.
- Collect one each of t-shirt, mug, memento and program to add to current year archives and give to the Archives chair