

## REGISTRAR

The chief function of the Registrar is to maintain registration and attendance records at all GAWN events and to check in members and guests at those events. Attendance at all luncheons and board meetings is expected.

### *Monthly Luncheon Meeting*

#### **BEFORE:**

- By noon the Monday before the luncheon, use website functions to check registration totals and call or e-mail meeting venue with current headcount. Call Tuesday with any additions. Lauren is the current Event Manager at Sweetwater – (352) 373-6760 or events@sweetwaterinn.com.
- On Wednesday morning, print two copies of the registration report from the website and bring to the luncheon.
- Be sure to “comp” speaker and make any other necessary adjustments.
- Arrive no later than 11:00am to set up and check in attendees.
- Print blank receipts to bring to meeting.
- Obtain speaker’s equipment needs and requests from Programs (microphone, screen, projector, etc.) and communicate that to Sweewater when calling in final headcount.
- Print needed forms (walk-in, receipts, guests, new members, etc.).

#### **DURING:**

- Keep a record as attendees arrive and check them against the registration report.
- Collect monies as attendees check in and provide receipt if requested. Registered attendees will receive an email receipt when payment is recorded on the website.
- Ensure that all guests sign in on the appropriate sheet and collect their nametags.
- Copy all payment information to the duplicate registration report for Treasurer.
- Reconcile by completing an actual headcount, confirm with number of attendees checked in, and give final numbers to Treasurer.
- Create a list of “no-shows” and any others to be billed.
- Give Treasurer all cash and checks collected at meeting along with a copy of the registration report so Treasurer can perform reconciliation.

#### **AFTER:**

- Record all payments collected on the website.
- Prepare a report of attendees and no-shows for Board meeting.
- Add guests & walk-ins to the registration; get guest info from Membership.
- Record attendance on website.

### *Monthly Board Meeting*

#### **BEFORE:**

- Prepare report to include:
  - total attendees (members + guests)
  - total attendees (registered, no-shows, and walkins)
  - amount collected (checks + cash)
  - number of renewals
  - number of new members

- Send report to chair by the Sunday before the meeting.

**DURING:**

- None.

**AFTER:**

- None.

***OTHER ANCILLARY DUTIES***

- During the Holiday Showcase, make sure all vendors and sponsors are registered for the luncheon and “comp” their registration. The vendor/sponsor fee includes lunch.