Overview: The Convention Registrar manages all aspects of Convention Registration for SAGA and its members. This role works in close association and cooperation with the Meeting Coordinator in arranging volunteer assignments and ensuring the Website is providing accurate information to facilitate member registrations. The incumbent in this role is expected to maintain non-public Board- and Committee-related information in the strictest confidence at all times, both during and after service to the Board.

• Convention Registration Management
  • Accept convention registrations
  • Make class assignments and class changes
  • Manage “wait lists” for booked out classes
  • Generate lists for Hospitality Room registration
  • Generate name tags
  • Handle charges for registration
  • Deal with members questions and issues, before and during the convention
  • Register new members and register them for classes during the convention

• Convention Preparation
  • Make angel assignments
  • Make list for Design Show and Show and Share volunteers
  • Develop a spreadsheet for all Convention information to support Meeting Coordinator and Treasurer and enable them to complete their responsibilities
  • Continue to develop ideas to improve the effectiveness of this role

• Communications
  • Maintain communications to progress SAGA business
  • Provide a Board report to the Meeting Coordinator by the 20th of the preceding month to keep Board members and Committee Chairs apprised of developments