

TSO Registrar Job Description

Attention to detail and focused on assisting people with a customer service orientation is critical. A mobile computer is needed to provide problem solving on-site and a mobile printer is needed to print badges on-site.

The following duties are listed but not inclusive of the job of TSO registrar.

Services to be provided are the labor, equipment and materials to:

- *Receive, by mail, all registration forms and enter the information into a customer database.
- *Generate a detailed Sales Receipt for each registrant and e-mail a copy to them.
- *Create bank deposits from entered Sales Receipts, deposit corresponding money in the designated bank account, e-mail the amount deposited to the Convention Treasurer.
- *Assign tables for each seated meal function according to the preferred method of the Society, oversee arrangement of tables, be available at each meal to problem-solve and:
 - Maintain a list of attendees at each meal function alphabetically and by table number
 - Provide the hotel with the number of members having specific dietary needs
- *Design and print name badges, badge receipts and meal tickets and collate them for distribution at registration.
- *Process requested refunds and e-mail Convention Treasurer for issuing of a refund check.
- *Be in attendance at the registration area during all set registration hours (except when required to be elsewhere by virtue of a position held in the organization leadership) to process on-site registrations and take care of any problems that arise.
- *Provide reports/lists to convention and society personnel as needed throughout the registration period. These reports will include but are not limited to:

Attendance by group or position aggregated
Attendance by function aggregated
Total registration figures to date
List of choir members
List of attendees purchasing CPE credit

*Be available for consultation on the development of the registration form and coordinate with Convention Steering Committee members and Alpha State President as needed to insure a successful convention.

*Provide a system for the processing of registration forms by credit card if requested. The system will be set up so that credit card income and associated fees will be linked with the convention bank account.

*order and place position and donor ribbons for both TSO and ASTEF.

*provide to the TSO treasurer a list of those contributing to ASTEF that includes e-mail and address.

*All other duties as needed to complete TSO registration with extreme accuracy and meeting all deadlines.

Please note that the TSO Registrar is not an employee of DKG or TSO. It is contracted on a yearly basis.