



WICT RM Chair, Registration

RESPONSIBILITIES:

- Organize the Registration events to support in Google Docs
- Outline Self Managed Vs. Registration Team Support Managed Events
 - Identify Event Types and Intake process to determine support needs.
- Manage and Update Eventbrite Ticket Site or Desired Registration Platform
 - Update Playbooks/Process Documents/Job aids for event registration to ensure alignment and understanding for all WICT RM events
 - Signature Event Intake Process
 - Determine event needs
 - Work with Event team to develop registration needs
 - Understand desired platform used
 - Confirm reporting needs and expectations
 - Determine sponsorship expectations/Registration handoff
 - Verify Onsite Registration Volunteers needed and expectations
 - Manage registration with team support if needed for Signature events
 - Creation and management of Event tickets
 - Outlining new processes working with the team to update process documentation.
 - Event Reporting/ Updates
- Partner with Board Operations Director/Committee to itemize physical Board storage items - including awards, WoF programs, and premium items
 - Physical name badges and other items for day of registration event needs and conclusion to store as events close out.
- Partner with Signature events Committees (WoF, TIO, WICT Speaks, PMDS, etc)
 - Ensuring events Registration needs are met
 - Aligning with biweekly and weekly meetings as they arise.
 - Ensuring onsite meeting needs are coordinated and accomplished through volunteer support
- Encourage and engage Registration Volunteers
- Presents brief overview of the year at the End of Year Strategy meeting
- Review Marcom Event Brief for event needs with Marcom Liaison/Director
- Ensuring Registration Safety Guidelines are met for evening, including COVID waivers, etc as needs arise.
 - Partnership with teams to ensure awareness of these needs and follow through.

TIME COMMITMENT:

- All Board positions are a 2-year commitment
- Monthly Touch Base
- ~1-2 hours per week for different tasks assigned above
 - Contingent upon needs of the signature events may increase based on the scheduled events as they approach.

- Expectation to participate in WICT events whenever possible (~2 times per month)
- Additional time as needed