**WICT RM Chair, Registration**

**RESPONSIBILITIES:**

* Organize the Registration events to support in Google Docs and never in personal/work drives
* Manage Registration email on a regular basis and ensure someone is monitoring the inbox during events and responding in a timely manner.
* 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

Chair Signature/Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Director Signature/Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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