

Registration Coordinator

Supervision received: Conference Logistics Coordinator

General Responsibilities: Coordinates onsite registration at regional events.

Specific Responsibilities:

- Maintains a thorough knowledge and understanding of, and ensures adherence to NACA policies and procedures, as well as other applicable laws and regulations.
- Coordinates with the NACA Office Staff onsite registration, including use of registration software, printing of nametags, and distribution of conference materials.
- Recruits additional volunteers to assist at registration in order to provide coverage for all hours of operation.
- Coordinates the collection of registration fees with the Conference Treasurer.
- Attends all regularly scheduled regional meetings.
- Integrates NACA goals, initiatives, and relevant strategic plan objectives in all aspects of position responsibilities.
- Follows NACA's *Non-Discrimination, Diversity Advancement and Affirmative Actions Principles* to recommend others to fill available positions in the NACA leadership and takes the necessary steps to achieve a diverse Association both through the recruitment of volunteers and suggesting to the Board of Directors new or modified programs and services for the Association's members.
- Adheres to minimum guidelines for regional conferences.

Term of Office: January 1 through December 15. (For Northern Plains, June 1 to April 30)

Qualifications:

- The Registration Coordinator must be a full time professional staff member at an NACA member institution (note: if the volunteer changes jobs during the position's term, the new school must also be an NACA member and provide a statement of support. The NACA Office, Chair of the Board, National Volunteer Development Coordinator must be informed of this change and the letter of support must be received at the NACA Office within 30 days of hiring.)

The Registration Coordinator must have approval from and support of their institution prior to applying for the position (note: support is defined as financial as well as time out of the office, etc.)