

Registration Chairperson (minimum 3 years clean time required)

1. Designate vice-chair and subcommittee members where practical.
2. Maintain records of all NEFASR registrations, lodging/ camping reservations, and meal reservations. This is to avoid overbooking and for disbursement of final payment to NEFASR site representatives.
3. All funds generated through the sale of registration must be submitted to the NEFASR treasurer within 72hrs of receipt of said funds.
4. Prepare and present current status reports, including most current registration numbers and financial status to the NEFASR committee.
5. Maintain archives of subcommittee meeting minutes and registration records for the use of future subcommittee chairs.
6. Be the holder of one PO Box Key and retrieve registration forms and associated funds from the NEFASR post office box.
7. Contact/ email Free state region and NEFA webmaster with our registration flyer and contact information to be posted on the regional and NEFA website.
8. Present to the NEFASR committee a variety of merchandise for the purpose of registration gifts to be presented to NEFASR registered attendees at the NEFASR. All merchandise must be approved by the NEFASR committee.
9. Routinely check the NEFASR registration email account and respond to inquiries as soon as possible.
10. Organize and maintain a registration table at the NEFASR.
11. Responsibility of handling of cash at an event / NEFASR may be redelegated from a subcommittee chair to a sole individual at any given time during the event / NEFASR. Individuals with access to cash must have 18 months clean time. Cash must be maintained in a secure manner at all times.
12. Remaining registration merchandise is to be given to the merchandise subcommittee chair for use in future fundraising activities or events.
13. In the attempt to generate registrations, the subcommittee chair or a committee member appointed by the subcommittee chair, is to attend all committee fundraisers and ASC meetings, as needed, and pursue permission to attend other NA events. Request and obtain permission from the appropriate NA representatives to sell NEFASR registrations at NA events.
14. Make available 20 full packages (lodging, meals, and registration) for newcomers (lodging, meals, and registration) for newcomers.