

TSWB DIRECTOR Information & Registration:

The Director shall perform the following duties for the TSWB Board and Affiliated Chapters in Tennessee of the American Payroll Association.

Responsibilities:

Information - communication:

1. Maintain a current email list or lists for communicating information about the TSWB
2. Communicate information about the TN Statewide Payroll Conferences and/or any 1 2 Day Seminars. Also, the Director of Information shall send out emails concerning TSWB events, activities, updates, and other information deemed necessary by other Directors and/or the TSWB Executive Director.
3. The Director will communicate with the TSWB Executive Director about problems or issues that need attention from the Board.
4. The Director shall maintain a relationship with the Local Chapter Presidents and their officer's board. Part of this communication includes establishing the theme for the conference and assisting them with knowing which Board Member they need to be communicating with to have a successful Conference.

Registration:

1. Maintain the registration form submissions and create and update any associated Excel spreadsheets.
2. Set up the Registration Process for all TSWB functions.
 - ❖ Coordinate the attendee bag assembly prior to the conference. Set the day, time, place and solicit volunteers to assist with the bag assembly.
 - ❖ Seek sponsors for the (1) attendee bags, (2) notebooks (1/2 inch 3 ring), lanyards for the attendees & speakers.
 - ❖ Communicate the time that registration will begin.
 - ❖ d. Set up the registration area and solicit volunteers to assist with handing out the attendee bags and other necessary duties.
 - ❖ e. Ensure that someone is at the Registration/Information Desk during the conference to assist attendees, speakers, and vendors.

❖ f. Have the necessary supplies at the registration desk: stapler, paper clips, tape, scissors, registration forms, receipts for reimbursement, a computer to register attendees according to which day they check in.

3. Communicate with the Director of Hotel. Give the Hotel Director the number of registration tables & type. Communicate any other needs for registration that needs to be provided by the Hotel.

4. Give the TSWB Treasurer an estimated budget for the upcoming conference.

Other Responsibilities:

Identify the need for appropriate committees to assist in fulfilling the mission of the TSWB in regards to Information and Registration.

Established committees shall appoint a chairperson and the chairperson will communicate with Director of Information and Registration with any needs or issues.

The above duties shall be carried out in a manner that upholds the dignity and ethics of the TSWB Board and the TN Local Chapters of the American Payroll Association.

The Director of Information and Registration shall be available to the TSWB Executive Director for any mission not stated above.

The Information and Registration Director is expected to attend all Board meetings and conference calls, which are held monthly with the exception of the last 4 to 6 weeks prior to the Statewide conference which may be more frequent.

Also, the Information and Registration Director must be willing to travel within the state of TN up to 3 times per year for Face to Face Board Meetings? (Travel cost is covered by the Board).

The Information and Registration Director must also be able to attend the annual TN Statewide Payroll Conference annually.

The Information & Registration Director must have access to a computer, laptop, smartphone or other electronic device that can be used for communication with the Board members during the daytime, evenings, and weekends as needed.

The Director Information and Registration will have One (1) Vote in all Board matters.