

## **Conference Registrar**

The conference registrar is responsible for processing and keeping record of all conference registrations.

- They must determine the information needed and work with the Webmaster to create the registration form
- Create invoices and send them out to each registrant in a timely manner utilizing PayPal
- If needed, they shall work with individual localities to provide an invoice in the manner that best suits their needs as a group
- All payments for registration will be sent to the registrar and they must deposit them in a timely manner and keep record of payments received and deposits made
- If any outstanding invoices remain at the start of the conference, the registrar will work with the individuals necessary to resolve this.
- Must be able to adhere to all important VAME dates and deadlines for the position