

Treasurer

1. Collects registration forms and all fees
2. Creates spreadsheet for each attendee to include: program name, address, email address, place of employment, State, fee paid (varies: member/not a member, GI Associate/RN, BTS Committee Chair)
3. Final list of attendees is sent to Committee Members who will be registering with laptops on site, as well as to Hospitality for badges
4. Assists with validation of on- line registration with electronic verification of address, and will register walk-ins and those requiring electronic updates
5. Tracks total number of onsite attendees
6. Special dietary needs are noted (lactose intolerant, gluten free, vegetarian) and reported along with final headcount to Chair/Banquet Manager for meals
7. Creates a color coded system for special dietary needs if meals are plated
8. Brings original registration forms to course should need arise
9. Collates updated list of attendees' data
10. Completes BTS Budget Template
11. Reviews and accounts for Exhibitor fees with Exhibitor Chairperson
12. Submits deposit and all payment to venue for courses, using CTSGNA credit card and forms for tax free status