

DFW Mini-CAST
Standing Committee Responsibilities

Registration Committee Chair

- Design paper and/or electronic registration system.
- Work with treasurer to get deposits to her.
- Staff/man registration tables for both pre-registered and on-site registration
- Work with treasurer to use Square to take credit card payments
- Communicate registration numbers to other chairs, particularly program/facilities/lunch
- Serve on the troubleshooting team
- Get final numbers to DFW Sci Supervisors President after the event
- Get paper copies and electronic access to program from program chair
- Create check in lists for pre-registered table
- Work with volunteers committee chair to acquire sufficient help to execute registration on-site

DFW Mini-CAST Timeline	
Month	Responsibilities
May	Accept committee chairs position
August	Attend committee chairs meeting after MASS
September	Attend committee chairs meeting after MASS
October	Attend committee chairs meeting after MASS
November	Promote Mini-CAST at CAST?
December	Attend committee chairs meeting after MASS
January	Attend committee chairs meeting after MASS
February	Final walk-through after MASS; Oversee Mini-CAST
March	Attend committee chairs debrief meeting after MASS

