

## **BOARD REGISTRATION COMMITTEE**

### **Charges**

1. To assist the KSRA President in planning and organizing meeting functions
2. To prepare resources and related materials for KSRA meetings

### **Duties of the Chair**

- \*1. To issue notices for scheduled Board of Directors and Executive Committee meetings
- \*2. To plan meal functions for Board of Directors' meetings
- \*3. To assist KSRA President with rooming requests
4. To prepare folders for Board of Directors and Executive Committee meetings; materials for folders must be approved by the president prior to being copied and included.
5. To prepare name tags, name tents, and mailing labels for folders
6. To supervise distribution of meeting materials for both the Board of Directors and Executive Committee meetings
- \*7. To arrange for purchase of thank you gifts for speakers
8. To complete related meeting duties as requested by the KSRA President
9. To prepare an annual report and submit a copy for file with the Secretary (Bylaws Article VI, Section 12) and more frequently if requested by the KSRA President

\*Optional unless requested by the KSRA President