

2016-2017 REGISTRATION ACTION PLAN

**Committee: Secretary
Subcommittee: Registration**

Subcommittee Chair: TBD - Nebraska
Subcommittee Chair-Elect: TBD -Texas
Subcommittee Apprentice: TBD - Pennsylvania
Subcommittee Past Chair: Tonya McKenzie tsmckenzie@ag.tamu.edu (Texas)

NEAFCS President: Terri Mayhew, tcm5@cornell.edu, New York
NEAFCS Secretary: Jovita Lewis, jones07@auburn.edu, Alabama
NEAFCS Executive Director: Danielle Jessup, DJessup@executiveoffice.org, PIAM

Goal:

- To provide organization, structure and services allowing the registration for the Annual Session to run smoothly and professionally.

Objective(s):

- Address needs identified from Annual Session Evaluation
- Provide registration services to NEAFCS members and guests at Annual Session

	What? (action steps)	Who? (specific name)	When? (specific date)
1.	Committee conference calls/emails to plan work, report progress and prepare for Annual Session.	*Jovita Lewis *Subcommittee chair	January – August 2017
2.	Work with Arrangements Committee /National Office to build an online registration volunteer sign-up system.	*Jovita Lewis	March– August 2017
3.	Meet with AS Planning Committee and National Office to determine how the registration committee can be of assistance.	*Jovita Lewis	April 2017
4.	Using the 2016 Annual Session Agenda as a guideline, create a sign-up timeline for on-site registration volunteers. Work with Arrangements committee chair	*Jovita Lewis *Subcommittee Chair *Arrangements Committee Chair	April-May 2017

5.	Touch base with Arrangements Subcommittee on needs at registration desk.	*Arrangements Committee Chair	August 2017
6.	Touch base with Awards Silent Auction committee on auction item drop-off process.	*Jovita Lewis *Awards Silent Auction Committee	August 2016
7.	Attend Registration Subcommittee meeting at 2017 Annual Session to help finish up any last-minute registration materials, bag stuffing, etc. This will also be an opportunity to train in registration process.	Registration Subcommittee	October , 2017 Omaha, Nebraska
8.	Recruit a Registration Subcommittee Chair-Elect for 2018 to serve as Chair for the Annual Session in 2018. Recruit the host state or region to assist.	Registration Subcommittee	September 2017
9.	Continue to recruit Registration Subcommittee members to prepare for NEAFCS Annual Session in 2017 and beyond. Some recruiting to be done during annual session.	*Registration Subcommittee	September 2017
10.	Provide local and conference information.	*Host State for Hospitality	During Annual Session and pre- conferences 2017
11.	Talk with committee members about their experience with 2017 and suggestions for how to improve during the 2018 Annual Session.	*Registration Subcommittee	During 2017 Annual Session committee meeting
12.	Review Annual Session evaluation comments to make suggestions and improvements for 2018.	*National Office *NEAFCS Board	After Annual Session