



AMI 2017 Student Council Registration Manager Job Description

Position Title: Registration Manager

Type of Position: Volunteer

Summary: The purpose of the Registration Manager is to prepare the conference registration system for attendees and reconcile payments to their accounts. After the conference, they will be responsible for completing a post-AMI survey.

Supervisor: AMI Institute Director

Key Responsibilities:

- Assist with setting up the registration system
- Document payments in the registration system
- Help answer registration questions from attendees
- Work at the registration desk during AMI
- Complete all tasks reasonably assigned by the AMI Institute Director

Qualifications:

- Be motivated, proactive, dependable, flexible, and hard-working
- Enjoy working with volunteers
- Be committed to the ideals and mission of Nonprofit Leadership Alliance
- Uphold the Alliance standard of quality and excellence

Benefits:

- Experience in planning a national conference
- The opportunity to build your professional network with nonprofits, professionals, Alliance staff and board, and fellow students
- An enhancement to your resume

There are two additional options for benefits upon successful completion of responsibilities:

- 1) Count AMI 2017 towards your CNP credential requirement
 - a. The Alliance will cover your AMI registration and hotel room on January 2, 2017
 - b. All other nights and expenses will be your responsibility
 - c. Your assignments on site will allow for your attendance at workshops and case studies to meet the AMI requirement
- 2) Serve solely as AMI student council member
 - a. for those who have already met the AMI requirement and do not need to attend to complete the CNP requirement
 - b. The Alliance will cover your registration and hotel throughout the conference
 - c. This option is preferred for the workshop, communications and registration positions
 - d. This option is required for the informational interviews and Expo

HOW TO APPLY:





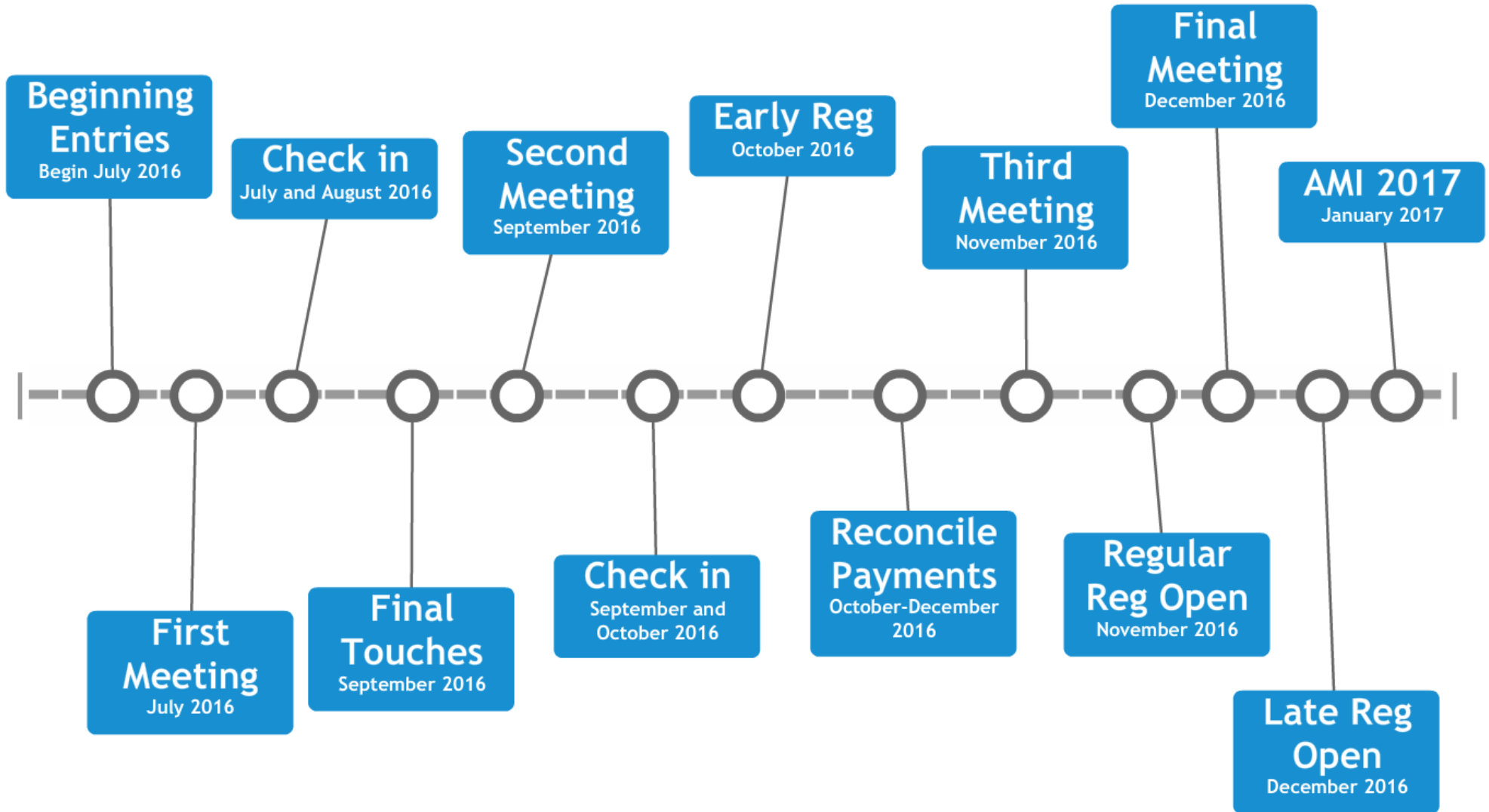
Complete the application [here](#), and email your resume to ami@nonprofitleadershipalliance.org by Friday, April 8, 2016.



TIMELINE

Registration

By: AMI Intern



T I M E L I N E

Registration

By: AMI Intern

Items:

- Beginning Entries**
Enter the events in the registration system. For entries that you don't have specific details for, enter a placeholder (i.e. Case Study)
1) Time commitment: 5-10 hours/week July & August
- First Meeting**
- Check in**
We'll have check in meetings once in July (outside the full council meetings), twice in August & September, once in October, at least, with more as needed.
- Final Touches**
Work with Alliance staff to finalize registration before it becomes active for attendees.
- Second Meeting**
- Check in**
- Early Reg**
Our Early Bird Registration will open and all entries need to be made. The placeholders will have to be completely replaced, unless otherwise instructed.
- Reconcile Payments**
Log in to student profiles and reconcile payments. You'll need to double check they have paid, and change status from "pending" to "confirmed". Time commitment: 3-5 hours/week Oct.-Dec.
- Third Meeting**
- Regular Reg Open**
Our regular registration rate will begin
- Final Meeting**
- Late Reg Open**
This is when our late registration will begin. After this date, no refunds will be given.
- AMI 2017**