

Vice-President's Job Description

The vice-president is responsible for the registration and finances for both the Annual Conference in February and the Summer Symposium in June.

Annual Conference Tasks

Every month:

Balance the checkbook. Currently the account is with the Aberdeen Federal Credit Union of Aberdeen, P.O. Box 1495, Aberdeen, South Dakota 57402-1495. (605)-225-2488 or 1-877-225-2488. The name on the account is: SDCTM & SDSTA Joint Conference.

Oct. – Feb 1

- a. Process registrations. This includes checking for payment accuracy, contacting school and/or participants concerning errors, and inputting the data into the registration software.
- b. Pay incoming bills. Bills arise from travel expenses of speakers and booklet workers, printing, and mailing expenses, etc.

Feb. 1

- a. Prepare financial statement of bank account
- b. Prepare financial statement of conference
- c. Print nametags on forms provided by Huron Chamber of Conference.
- d. Print out participant's receipts.

First evening of conference (6:30 – 10:00 Thursday)

- a. Input in software any remaining registrations including vendors and speakers and print their nametags.
- b. Stuff envelopes which includes double checking registration forms for accuracy, inserting receipts, name tags, banquet tickets, and other information.
- c. Print (4) registration table lists and lunch count numbers.

First morning of the conference (7:00 – 4:00 Friday)

a. Set up on-site registration desk in bar area. Your main job is to handle problem registrations and then to assist with the on-site registration process.

b. Meet with Banquet Leader to present lunch and banquet numbers.

Afternoon of the first day of the conference (4:00 Friday)

a. Attend general SDCTM general meeting.

1. Present financial statement of conference

2. Meet with summer symposium people to discuss topic, date, and flyer.

Last day of conference (7:30 - 1:30 Saturday)

a. Process on-site registrations at the main registration desk

b. Pay bills as they come in.

Remainder of last day

a. Prepare a preliminary summary of the current conference

b. Attend the post-conference meeting.

1. Meet with vendor leader to process vendors' deposits and refunds.

2. Present preliminary summary of current year's conference

3. Present financial statement of previous year's conference.

4. Present financial statement of bank account

Feb. – June

a. After the conference

1. Process incoming bills and deposits

2. Pay each association dues collected during the conference

b. Last week of June

1. Distribute the excess funds to each association keeping a minimum of \$7500.00.

Summer Symposium Tasks

Every month:

Balance the checkbook. Currently the account is a sub account of the SDCTM & SDSTA Joint Conference with the Aberdeen Federal Credit Union of Aberdeen, P.O. Box 1495, Aberdeen, South Dakota 57402-1495. (605)-225-2488 or 1-877-225-2488. The name on this sub account is: Summer Symposium.

February

- a. Attend general SDCTM general meeting during the Annual Joint Conference
 1. Meet with summer symposium people to discuss topic, date, and flyer.

February – March

1. Print 250 symposium flyers.
2. Print Principals' mailing labels.
3. Prepare flyers for mailing and bulk mail. Tri-folding the flyers is the most economical. Currently I use the Aberdeen School's bulk mailing permit.

April – May

1. Purchase self-adhesive nametags and colored paper for the flyers.
2. Process the registrations. This includes checking for payment accuracy, contacting participants concerning errors, and inputting the data into the registration software.
3. Print nametags and receipts.
4. Prepare financial statement of bank account
5. Print registration list

Day of symposium

1. Set up the registration desk in Smith Hall. DWU will handle the payment and paper work for those desiring 1 graduate credit.
2. Make arrangements for lunch.
3. Pay any outstanding bills
4. Present the financial statement of the bank account.