

3) Illuminator **Command Post/Registration** Committee

Purpose:

- For Registration, to insure that all Illuminators attending the convention are signed in and are current in their dues, request volunteers for various committees and document all new members.
- For the Command Post, the primary responsibilities for the Hilites include providing direction and information to attendees of the various convention activities. In addition, they are to communicate to the Illuminator officers any requests from the different committees or attendees.

Committee Composition:

- 1 Third Year Hilite to serve as Liaison
- 1 Chairperson
- 1 Vice-Chairperson
- All Hilites
- 12-14 Committee Members

Pre-Convention Responsibilities

Liaison

- Contact Chairperson to confirm their acceptance of the assignment. If unavailable, you must contact the Spotlight for additional names of qualified candidates.
- Provide the Chairperson with the names of the Vice Chairperson and committee members.
- Provide Chairperson with the committee roles and responsibilities outline.
- Be available to answer any questions that the Chairperson may have regarding the committee.
- Assign and communicate to all Hilites the Command Post schedule.
- Communicate the convention activities to the Chairperson.
- Get a copy of all committee assignments from the Spotlight.

Chairperson – Registration Duties:

- Contact the Vice Chairperson and all committee members to confirm their attendance and assistance during the convention.
- Develop and communicate a Registration schedule and send it to each committee member.

- Assign teams of at least two to work the Registration booth in order to cover the operation of this booth throughout the convention.
- Set up an on site meeting with your Vice Chairperson and committee members to go over duties. Note, this is optional but is highly recommended for the Chair and Vice Chair.

Convention Responsibilities:

- Attend all chair and Vice Chair meetings as communicated on the convention activities report.
- Confirm location of the Registration and Command Post.
- Determine the location of the Equipment and Supply Room and pick up all materials for the booth including:
 - a) Ribbons
 - b) Signs
 - c) Registration material
 - d) Illuminator brochures/literature
 - e) Credit card machines
 - f) Sign in sheets
- Registration Procedures:
 - a) Have Illuminators sign in
 - b) Ask what committees they are serving and place appropriate ribbons on their badge. If they are not serving on any committee direct them to the Command Post to find out how to get involved.
 - c) Check to see if they are current on their dues. If not, ask them to pay at the convention. Any funds collected at the convention must be returned to the Spotlight at the end of every day.
 - d) Take inventory of the ribbons and communicate any reordering needed to the Spotlight.
- Command Post Procedures:
 - a) Acquire the Command Post schedule from the Liaison.
 - b) Hilite responsibilities include being available to assist in the registration process; being aware of committees which need help and assign volunteers accordingly; having the most current convention activities report available to disseminate info; being able to supervise the opening and closing of the Registration and Command Post daily.
 - c) Break down and return all equipment and materials to the Supply room.

d) Return all membership/renewal applications and payment to the
Spotlite

Post Convention Activities

- The Chairperson and Liaison should compile a recap for the Spotlite highlighting the successes, issues and challenges.
- Recommendations for future Chairperson, Vice-Chair and committee members can be made and sent to the Spotlite.
- Thank you notes should go out to all volunteers.