

**Name Tag Chair
Standing Committee Position
2017-2018**

Summary

The Name Tag Chair prepares and transports name tags for monthly general membership meetings, supervises distribution of name tags at the meeting, and stores name tags between meetings.

Position Requirements

- Good organizational skills
- Moderate computer skills
- Adequate time to prepare name tags for general membership meetings
- Adequate time to attend general membership meetings and man the name tag table

Responsibilities

Keep track of all name tags by filing them alphabetically in portable boxes.

Prepare name tags for monthly general meetings by pulling name tags from the box or making new tags as needed, based on a registration list provided by the Meeting Director. This list is typically provided on the Friday prior to the event, but last minute additions or deletions are often needed.

Create a new name tag if an attendee does not have an existing tag on file. Use a template and uniform font so that all name tags are similar in appearance. Name tags must also be made for the speaker and his/her guest.

Prepare name tags for incoming board members each July when a new board takes office. These tags include the new board member's name and position.

Supervise distribution of name tags at monthly general membership meetings by setting up and manning the name tag table and handling any problems that arise.

Transport name tags and extra supplies to and from meetings, collect them after the meeting, and refile for the next event.

Stores name tags and supplies throughout the board year and transfer them in an organized way to the next Name Tag chair.

Reminders

Expenses must be submitted and reimbursed by treasurer before the end of ANC's fiscal year.

Board members are expected to attend monthly board meetings, usually on the first Wednesday morning of the month.

Board members are responsible for providing training and assistance to the person who will take over their position when the next board prepares to take office.