

CMG Conference Access Control Chair Job Description

Meals at CMG require a ticket and a conference badge. Tickets come with the conference registration or may be purchased by the staff of those vendors who are exhibiting at the conference. Collecting tickets and monitoring badges typically involves both CMG volunteers and sometimes staff from the caterer.

The Access Control Chair is responsible for:

- lining up the necessary volunteers or acquiring them from the Volunteer Coordinator
- organizing the volunteers to cover the times that breakfast and lunch are available and the portion of PARS when food is being served
- supervising the collection of tickets
- working with the CMG bookkeeper and the Food and Beverage Coordinator to count the tickets at each meal and PARS
- backing up the ticket takers when someone insists that the rules on admission ought not to apply to them. This usually occurs a few times during the conference. You may grant exceptions, if appropriate.

It is strongly recommended that you have an Assistant Access Control Chair, to divide up the shifts.

(Details on how to do the job of taking tickets are available separately.)