

MTA CONFERENCE VOLUNTEER ROLES & RESPONSIBILITIES

For more information, contact MTA at (517) 321-6467 ext. 230

Sergeant-at-Arms (SAA)



An SAA's role is to monitor the door of your assigned workshop to ensure only registered delegates attend, distribute handouts and evaluations and provide assistance to the speaker or moderator, as needed. Dates and times include:

- Monday, April 22 for Pre-Conference sessions (must be pre-registered for class)
- Tuesday, April 23 for Educational sessions
- Wednesday, April 24 for Educational sessions

Ticket Xchange



Volunteers at the Ticket Xchange booth assist MTA staff in exchanging Banquet tickets for specific seats at the Wednesday evening Banquet. (Shifts are one to two hours.) Helpers are needed on Monday, Tuesday & Wednesday; see online sign-up for times.

Registration Helpers



Helpers are needed to assist MTA staff with distribution of delegate/guest bags and other materials at the MTA Registration Center during peak check-in times. Volunteers are needed on Monday; see online sign-up for times.

Conference Ambassador



Ambassadors provide a warm welcome for attendees, assist with directions to key locations and answer general Conference-related questions during peak check-in times. Dates and times vary, see online sign-up for details.

BONUS – Volunteer Training & Appreciation Reception

Volunteers are invited to join MTA staff on Monday, April 22 from 5 to 6 p.m. at the Grand Traverse Resort for a reception featuring appetizers and drinks, to thank you for your service. A brief training session during the reception will cover the basics of each volunteer area. Be sure to select the reception on your online sign-up, or email your RSVP to education@michigantownships.org.

NOTE: If you are NOT able to make the training event, please contact Kristin in advance of Conference to set up an alternate time to meet (prior to your first assignment) and go over the training materials and any questions you may have. New volunteers are strongly urged to attend the training to ensure you are prepared for your role(s).