

Timeline for Contract Registration Service Application Process

January 31 2014

Date	Task	Person/Committee Responsible
Prior to Annual Session	Develop a “Call for Contract Registration Service” based on PYM needs. Revise job description, if necessary, based on registration team’s* experience and evaluations. Send to Clerk for review. When approved send to Assistant Clerk for dispersal.	Registrars, Ministry and Oversight liaison
At Annual Session	Announce that there will be an open process for selecting a Contract Registration Service. All interested parties affiliated with PYM (Meetings, organizations, individuals) are encouraged to apply.	Registrars
By the end of September	Read and interpret evaluations and other comments regarding the registration process for the current year's Annual Session	Outgoing registrar(s), current registrars, Ministry and Oversight liaison
Until November 15	Field questions from potential applicants	Registrars, Ministry and Oversight liaison
November 15	Due date for receipt of Applications	Applicants: Submit Registrars: Receive
November 15 to December 31	Review applications, clarify expectations as needed	Registrars, Ministry and Oversight liaison
Early January	Select a Contract Registration Service and negotiate contract	Registrars, Ministry and Oversight liaison
Early January	Inform Finance Committee Clerk of requested budget amount	Registrars
Early January	Sign contract	Presiding Clerk and Contract Registration Service representative
Once contract is signed	Begin working with contracted Contract Registration Service	Registrars

* Current PYM registrars + contract registration service