

## **REGISTRARS - JOB DESCRIPTION**

As approved by Nominating Committee, April 18, 2015

### **Preface**

This job description is for the Registrars, who are unpaid and nominated by Nominating Committee, but also describes the work of the Contract Registration Service, which is paid or otherwise compensated. Prior to 2008, Pacific Yearly Meeting used Registrars alone (without a CRS), but that procedure became unworkable.

Two Registrars with overlapping 2-year terms.

### **Contract Registration Service**

The Registrars (who are not paid) work with a Contract Registration Service (who may be paid for their work, or who may direct PYM to send funds to some activity that the CRS especially wishes to support). See table, Process for Selecting and Approving a Contract Registration Service (Appendix 1 to this job description).

### **Tasks for Registrars – Summary**

1. Get and supervise a Contract Registration Service. Major tasks. See Appendix 1.
2. Finance Committee sets fee schedule for Annual Session. Registrars actively assist.
3. Gather information to produce registration materials. See Appendix 3.
4. Work at Annual Session. Major tasks.
5. Evaluation and follow-up.

See Appendixes 1, 2, 3.

### **Tasks for Contract Registration Service – Summary**

1. Develop registration materials, both paper and on-line.
2. Receive registration materials from registrants.
3. Collect and deposit payments prior to session, and collect payments during office hours at session. Create name tags and meal tickets.
4. Provide detailed reports to various PYM committees and officers and to the site.
5. Check people in during office hours. Some registrations will be modified upon arrival. Collect and forward permission slips, etc.
6. Follow-up.

See Appendixes 1, 2, 3.

Registration systems must accommodate numerous possibilities. Some persons will attend part time. Also, there will be day attenders.

### **On-Line Registration System**

Some people will register on line; others will use paper. An on-line system requires technical setup. This may be done by PYM's webmaster or by someone else. The Registrars designate the person to do this.

### **Time Expectations**

The Registrar positions take significant time, but not as much time as if a Contract Registration Service were not used. In the fall and early winter, the CRS is selected; this is sometimes simple (maybe 6 hours) but can take more time. From about January through April, setting things up, there is work every week or two, usually 1 or 2 hours. However, in a few of those weeks, 6 hours or more may be needed. Once registration is set up (including website and paper forms), the workload shifts largely from Registrars to the CRS. There is a task, shortly before session, which the Registrars are active in: room assignments; this takes 4 to 6 hours. On the first day of session, arrive early and work all day. On other days of session, possibly an hour or so daily.

See Appendixes 1 and 2.

### **Appendix 1 to Registrars Job Description Process for Selecting and Approving a Contract Registration Service**

<b>Date</b>	<b>Task</b>	<b>Person/Committee Responsible</b>
At Annual Sessions	Announce that there will be an open process for selecting a registration team for Pacific Yearly Meeting. All interested Meetings and Friends are encouraged to apply to be the Contract Registration Service for the upcoming year. Details will be announced by November 1.	Registrars
End of September	Read and interpret evaluations and other comments regarding the registration process for the current year's Annual Sessions	Outgoing Registrars, current Registrars, Ministry and Oversight liaison, Assistant Clerk
October	Develop a "Call for Contract Registration Service" based on PYM needs. Reference job description held by Nominating Committee. Send to Presiding Clerk for review. When approved, send to Assistant Clerk for dispersal.	Registrars, Ministry and Oversight liaison. (See Minute PYM AS 2013-11. Registrars are the current ones. From here on, the outgoing registrars have no responsibility.)
First of November	Issue "Call for Contract Registration Service" to all Monthly Meetings	Assistant to the Clerk

November to December	Receive and reply to questions from potential applicants	Registrars, Ministry and Oversight liaison.
December	Applications due to Registrars	Registrars
January	Review applications	Registrars, Ministry and Oversight Liaison, Assistant to the Clerk
Late January	Negotiate contract if necessary. Bring budget request to Finance Committee.	Registrars
February	Select a Contract Registration Service. Get Presiding Clerk's signature on contract.	Registrars, Ministry and Oversight Liaison
First of March	Report to RepCom on selection of Contract Registration Service.	Registrars
Following RepCom	Begin working with Contract Reservation Service	Registrars

**Appendix 2 to Registrars Job Description  
Tasks and When Needed**

<b>Registrars</b>	<b>Contract Registration Service</b>
<i>After previous year's Annual Sessions, but prior to Representative Committee (typically late February or early March)</i>	
See Appendix 1, Process for Selecting and Approving a Contract Registration Service.	See Appendix 1, Process for Selecting and Approving a Contract Registration Service.
Have someone designated to manage the on-line registration system.	
Participate in meeting to develop fee schedule.	
<i>At Representative Committee</i>	
Attend. Assist Finance Committee in presenting fee schedule. Report on selection of Contract Registration Service. Listen for items to put in registration materials.	

<b><i>Between RepCom and Annual Sessions</i></b>	
Assist development of registration materials. Gather materials from Arrangements Clerks, Assistant to the Clerk, etc., and send to Contract Registration Service. For checklist of items, see Appendix 3.	Develop registration materials, paper and electronic. For checklist of items, see Appendix 3. For items to go on PYM's website, coordinate with PYM's web person.
Review development of on-line registration system. Verify that it works.	Verify that on-line registration system works.
Assist with the distribution of registration materials. In addition to Friends and Meetings within PYM, information may be sent to groups to which PYM has representation (e.g. Friends World Committee for Consultation) and other groups to which PYM does not have representation (e.g. Friends Journal.)	Distribute registration materials. (Assistant to the Clerk is also involved.)
	Receive registration materials (some paper, some on-line). Answer questions about registration. Send confirmations of registration.
	Collect payments. As directed by PYM Treasurer, deposit funds in bank and report.
	Consolidate information on days of attendance, housing and meal preferences, etc. Provide to site and to Finance.
	Consolidate information on special needs, workshop & fellowship group interests, etc. & make available to PYM committees etc.
Assign sleeping quarters (rooms, campsites if the site has them, etc.)	Assist Registrars in assignment of sleeping quarters
Recruit volunteers to assist with check-in	Create name tags and meal tickets
<b><i>At Annual Sessions</i></b>	
Check people in during the main check-in period on the first day, working with Contract Registration Service.	Check people in, working with Registrars. Set up table, distribute name tags, meal tickets, etc. Adjust for any changes since

At other times, decide on office hours, who accepts the registrations, etc., and then follow through.	receiving registration form (e.g, dates attending). Collect money due. For minors, gather permission slips etc. and forward.
	Prepare list of attenders at Annual Sessions, for distribution at end of AS
Be ombudspersons. Receive and respond to problems and concerns.	Provide updated info to PYM committees: children's program, Junior Yearly Meeting, special needs, etc.
Coordinate with site staff	Assist coordination with site staff. Provide updated meal counts to site staff, Registrars, etc.
Report on attendance to a business plenary	
Announce that there will be an open process for selecting a Contract Registration Service for the next Annual Sessions. See Appendix 1.	
<i>At close of Annual Sessions, and after</i>	
Distribute list of attenders	
Participate in evaluation session	Collect payments still due
Authorize Treasurer to make refunds to persons who have overpaid	Report to Registrars on persons who have overpaid
	Participate in settling of accounts with site

### **Appendix 3 to Registrars Job Description Checklist of Items for Registration Materials**

Adapt as needed. For some of these items, registration materials may simply provide references. All references should be linked to specific pages within PYM's website or other websites as appropriate.

- Presiding Clerk's call to PYM Annual Sessions
- How to apply for financial assistance to attend Annual Sessions
- Items relevant to families with children or teens, such as permission slips
- Directions to site (driving, public transportation)
- Site map including parking areas
- Rules and regulations of site
- Site security
- Schedule of week's activity
- List of interest groups, affinity groups, special events
- What to bring (e.g., towels, flashlights, etc.)
- Meal ticket arrangements
- How to inform about special needs: dietary, mobility/access, etc.