

# REGISTRAR

**Approved April 2015**

**Purpose:** The Registrar is responsible for managing New England Archivists' (NEA) online, in person, and manual registration requests for meetings, workshops, and other events that require registration. In conjunction with the Treasurer, the Registrar manages cash, checks, and online payment systems for all onsite registrations. Additionally, the Registrar works closely with the Communications Committee, Education Committee, Program Committee, Vendor Coordinator, and Treasurer to ensure that all registration and payment (online, in person, and mailed) activities and transactions are working efficiently and are properly recorded.

**Term of Office:** Two (2) Years. Appointed by the President with the approval of the Executive Board. Term should begin prior to a spring meeting and incumbent should be available biennially to help with new Registrar transition.

## **Major Duties:**

- For each meeting, workshop, or other event that requires registration, creates the online registration form in the system currently in use by NEA.
- Monitors the registration activity; acts as the contact person to answer questions that arise during the registration process; updates the Education Committee (for workshops) and the Program Committee (for meetings) on activity during the open registration period.
- Accepts registrations via online platform; works with Treasurer to verify registration payments delivered via mail.
- Responsible for applying the Cancellation Policy as appropriate; provides Treasurer with a list of attendees requiring refunds at the conclusion of a meeting or workshop.
- Downloads and forwards registration information to the Program Committee prior to each meeting.
- Downloads and forwards registration information to the Education Committee chair and on-site coordinator for all workshops.
- Forwards spreadsheet with names and contact information only (for those attendees who have not opted out) to the Vendor Coordinator for the vendors at the close of advanced registration, and a final list at the completion of the meeting.
- Attends each NEA meeting and arranges for any additional staffing at the registration table. Communicates with the Education Committee to ascertain day of workshop needs and provides assistance or arranges for staffing as needed. Registers walk-ins, responsible for processing credit card or cash/check payments for on-site registrations.
- Provides confirmation of registration and attendance on request.

- Communicates with Executive Board and attends board meetings; produces semi-annual reports on meetings for the board.
- Mileage and travel arrangements can be reimbursed up to \$175. The registrar is responsible for requesting this funding from the board before the meeting budget is voted on. If the registrar is needed for the day of a workshop, s/he is responsible for working with the Education Committee's workshop chair to request reimbursed expenses. Please note: for meetings, the reimbursed expenses are built into the meeting budget. If the registrar is needed for workshop day-of duties, the reimbursed expenses are built into the workshop budget.