

Registrar Coordinator

Term: 3-year term that begins January 1st after the Election Assembly. Elected by the Assembly at the end of each term or appointed by the Area Chairperson

Qualification: Be an active member of Montana AFG

Estimated minimum time commitment: up to 1-2 hrs per quarter. Additional time is required for Assembly preparation.

Purpose of the Registrar

To register members, and collect registration fees at the Spring and Fall Assembly.

Recommended:

- Access to a computer with internet connectivity and the ability to use email and applicable software.
- Have the willingness to take tutorials (if needed) in order to gain knowledge of
 - Word and Excel or Google Docs, Forms, and Sheets.
 - Groups.io (posting files, calendar posting...etc)
- May create a committee. Suggest taking minutes.
- Join Montana AFG - Groups.io electronic communication platform.
- Join AFG Connects - WSO electronic platform to stay connected with other Areas and WSO.
- Familiar with PayPal process.

Duties and Responsibilities

1. Collaborative Duties with Treasurer, Area Chairperson, and Zoom tech.
 - a. Will be responsible for all duties on the actual day of registration (see list of duties)
 - b. Will coordinate with the Treasurer and Area Chair two weeks before Assembly to crosscheck the details
 - c. Reach out (email) to the Treasurer to crosscheck a head count and for all payments made.
 - d. Coordinate with the Zoom tech on the day of Assembly to crosscheck attendance and payments made.
 - e. Give the collected registration money to the Treasurer directly following the Assembly.
2. Registration "the day of" Assembly Duties
 - a. Create a spreadsheet with participants' contact information and fees paid. Collaborate with Area Treasurer and Area Chair.
 - b. Zoomers are required to pay registration fees and crosscheck with Zoom tech
 - c. Record and collect all fees.
 - d. Make/create name tags with plastic holders (name/district/service position) in advance or members may create their own on the day of Assembly.
 - e. Announce the return of name tags after Assembly to be reused for next time.

3. Budget and reimbursement:
 - a. As of 2022, there is no budget for this position. Consult with the Treasurer when supplies are needed. Save and submit all receipts.
 - b. Montana AFG will reimburse the Registrar for the following travel expenses (gas, food, Motel) to attend Assemblies:
4. Supplies:
 - a. Identification Badges: name tag paper and plastic holders, receipt book, tote for storage

Motion(C219) March 2017: Area will reimburse the Hotel and gas expenses as well as meals for the Registrar person.

VIRTUAL PLATFORM ONLY

The following Registrar Duties and Responsibilities if we return to the virtual platform for Spring and Fall Assemblies

History - COVID forced us to use an online registration form. If a circumstance like COVID occurs the following registrar committee will be formed.

- The Registrar Committee participants shall have or need to acquire, a working competency in the technology in use at the time. This may include Google Docs, Microsoft Word, and Groups.io.

With the introduction of electronic platforms such as online pre-registration forms, groups.io, and potentially electronic registration payments, job duties and responsibilities are changing. We are recommending a Registration Team be formed to include the Area Registrar, Area Treasurer, and Area Chairperson.

Tentatively, we agreed that the following duties and responsibilities be distributed as follows: For the remainder of this term (2022-24) a tentative Registration Committee will be formed consisting of the Area Registrar, Area Treasurer, and Area Chairperson. This will be revisited next panel. Refer to the updated job description below.

REGISTRAR COMMITTEE

Area Treasurer duties

1. Will be a collaborator on the pre-registration form
2. When/if e-payments are available, the registration fee accounting will be the responsibility of the Treasurer since w-payments will stream directly into the bank account.
3. Zoomers are required to pay registration fees.
4. Two weeks before Assemblies stay in contact with the Area Treasurer and Registrar regarding the attendance Zoom/FtF and the day of.
5. Check the mailbox the day before Assembly for last-minute registration fees
6. If in different cities use email or call.

Area Chairperson duties:

1. Is the creator of all three Assembly Pre-registration electronic forms. Collaborate with Area Treasurer and Area Chairperson for all details.
2. Post in groups.io MAIN and in the WIKI 1.5 months in advance.
 - a. For the virtual June Assembly one month (new so not totally sure)
3. Fall & Spring: Connects with host city for correct information 1.5 months in advance to confirm accommodations (place, times.)
4. Might include e-payments eventually.
5. Zoomers are required to pay registration fees.
6. For Spring Assembly, is a liaison with the Speaker Chair to stay on track with deadlines as it relates to Assembly.
7. Two weeks before Assemblies stay in contact with the Area Treasurer and Registrar with regards to the attendance Zoom/FtF and day of.

