

# Inland Northwest Council of Libraries (INCOL)

<http://incol.sclld.org/>

## Position Description

**POSITION TITLE:** Registrar  
**POSITION SUMMARY:** Register participants for two INCOL Continuing Education (CE) Workshops, communicate status, maintain records and billing.

### **RESPONSIBILITIES:**

1. Register participants for INCOL CE Workshops.
2. Communicate with workshop attendees regarding registration status and questions.
3. Maintain accurate lists of attendees by library, submitted to the member libraries and the INCOL Treasurer for billing purposes.

### **PROCEDURES:**

1. Approximately, three – four weeks before the workshop date, the webmaster should post the flier on the INCOL website; registration opens at that time. Registration deadline should formally be 3-4 working days before the workshop date. The flier should have the registrar's mail and email addresses on it.
2. Retain the email and postal mail registrations (in case mistakes are made, you will need to check the original request).
3. Create a list of the registrants with four categories:
  - a. Morning Workshop, alphabetical list by surname.
  - b. Morning Workshop, alphabetical list by library name.
  - c. Afternoon Workshop, alphabetical list by surname.
  - d. Afternoon Workshop, alphabetical list by library name.
4. As email and postal mail registrations are received, add each person to the registrant lists and file the original request (email or paper).
5. Respond to email registrations confirming that the person(s) is registered, which workshop (morning or afternoon) and any additional information such as money they may be required to pay if their library is not an INCOL member (they can send money to the INCOL Registrar or pay at the workshop). Any checks received should be made out to "INCOL".
6. Keep all checks received, note receipt of payment on the registrant lists if paid. Or, note it if they still need to pay. and note on the Word processing file (#5) if paid or if they need to pay. INCOL member libraries will be billed by the INCOL Treasurer at the end of the year for staff attendance.
7. The week before the workshop date, send registration counts via email daily to:
  - a. CE committee chair.
  - b. Caterer.

- c. CE committee member doing evaluations.
  - d. CE committee member of library hosting workshop.
8. Ensure that someone will be at the host library to open service door and the room for caterer at least 30-45 minutes prior to each workshop, and close up after the afternoon workshop.
  9. The day before the workshop, complete all registrations and adjustments requested by those registered (i.e., to change workshop times or cancel registration). Print the registrant lists.
  10. Be at the registration table ½-hour before the workshop begins.
  11. Set up the printed sheets, name tags, pens, evaluations and any handouts from the speaker at the registration table.
  12. Check off each attendee as they come. Add any that have not registered to the appropriate session, including their library, as space allows.
  13. Collect money from any attendees from non-INCOL member libraries or library tech students, indicating on the list who paid.
  14. Remain at registration table for at least 15-20 minutes after the workshops begin to catch those who arrive late.
  15. After workshops, adjust the lists by dropping those who did not show up, and adding those who were added at the last minute at the workshops. Be sure the count matches by number of attendees and by library for each workshop session.
  16. Submit lists to INCOL Treasurer.

Approved: May 22, 2013

Revised: