REGISTRARS COMMITTEE PROCEDURES MANUAL

PURPOSE OF COMMITTEE

According to the By-Laws, Article VII, Section 10, the Registrars Committee shall be responsible for the development of in-service training and consultation for the membership.

RESPONSIBILITIES OF THE CO-CHAIRS

The Co-Chairs of the Registrars Committee are the Vice President for Registrars (NC) and Vice President for Registrars (SC).

The Co-Chair's responsibilities include:
- Addressing the concerns of Registrars in the Carolinas and to continuously evaluate how CACRAO can best serve the Registrars;
- Establishing professional development opportunities, such as Registrar Rallies, in North Carolina and South Carolina;
- Plan and Execute Registrar-specific activities at each Annual Meeting. This may include Registrar's Forums, Registrar's Breakfast, or other activities as deemed appropriate;
- Serving on the Program Committee;
- Working with the Executive Committee to maintain the interest of and to promote the involvement of Registrars in CACRAO;
- Attending the Annual Meeting.

SPECIFIC DUTIES AND TIMETABLES

1. Committee appointments must be made by **February 1**. The Executive Committee will provide a list of interested members. While not addressed in the Constitution, it is recommended that the Co-Chairs should select five or more committee members from each of their respective states, obtaining agreement to serve via email.

   When selecting the committee members, the Co-Chairs should, to the maximum extent possible, ensure that the composition of the committee is representative of the diversity within the CACRAO membership in institutional type, geographic location, gender, and ethnicity. The Co-Chairs should solicit additional members, if necessary, to create the proper balance. Committee membership is a one-year appointment.

2. An appointment email should be sent to each committee member prior to **February 15**, with a copy to the President, Immediate Past-President and President-Elect.

3. A Committee Roster must be prepared, sent to the CACRAO President, the Program Committee Chair, and the committee members prior to **February 15**. Name, title, institution, and email are required on the roster.

4. Call a meeting for **February**. Preference is given to virtual conferencing (Zoom, Google Meet, Teams, etc.) Committee members should receive an email with the date and time of the meeting, a virtual meeting link, and an agenda for the issues to be discussed. The email should be copied to the President - who should also be invited. The meeting agenda, minutes, recording, and any corresponding documents should be archived in the CACRAO Google Drive.

5. Co-Chairs will rotate on an alternating basis; the VP for Registrars serving in their second year will take the lead on logistics for programming, communication, scheduling, etc. The Co-Chair in their inaugural year will assume primary responsibilities as needed.

A. **Budget Preparation**.
   CACRAO's fiscal year is January 1 – December 31.
   A budget must be prepared in **January** for the next fiscal year. The Chair should take into consideration both income and expenses when preparing the budget. Great care must be taken to anticipate long-range committee activities, as well as to study expenditures from years past that, due to billing processes, may have been counted toward different fiscal years.

   A proposed budget must be prepared and sent to the Chair of the Budget and Audit Committee, copy the President, by **March 1**. The budget will be reviewed by the Executive Committee. Following the Executive Committee meeting, the Registrars Committee Chair will be notified of the amount of money appropriated for the Registrars Committee. The Chair is responsible not only for preparing but also for maintaining the committee's budget. This includes completing and submitting the appropriate forms to the CACRAO Treasurer for depositing funds, reimbursements, etc. The Chair must maintain accurate and up-to-date records. Reimbursement for committee related expenditures must be submitted through a CACRAO Expense Voucher. Expense Vouchers are submitted and routed for approval through ProcessMaker. It is important that the voucher be submitted as soon as possible following the expenditure.

B. Prepare an outline of committee goals for the upcoming year and forward to the President by **March 1**.

C. Additional committee meetings should be scheduled, as needed.

6. The Co-Chairs will attend the **Spring Site Visit Executive Committee meeting** and should be prepared to present their committee report, a budget proposal, and committee plans. The procedures manual will also be updated at this time.

7. **WEBSITE** The Co-Chairs should submit articles on the committee's activities, and additional content for inclusion on the website

8. Copies of all correspondence must go to the President. In addition, send copies of correspondence to appropriate Executive Committee members or committee chairs that may be affected.

9. Co-Chairs will review and maintain Registrar contact information in the MemberClicks database. Bulk emails and registration forms and communication for events are coordinated via MemberClicks.

10. Co-Chairs will attend the Annual Meeting, including any Executive Committee meetings, at which your presence is requested. Hold a final committee meeting. Present an annual report to the membership at the business meeting.

11. Co-Chairs will send thank you notes to committee members immediately after the Annual Meeting.

12. Co-Chairs will send a final committee report to the Archivist, giving the activities of the committee for the year.

13. Upon completion of the two-year term of Vice President for Registrars, the outgoing Co-Chair will give all minutes/working notebook, and records to the new Co-Chair by **January 1**.

Updated March 8, 2025