

Job Description – Eliot Institute Registrar

General Responsibilities: The registrar of the Eliot Institute plays a crucial role as the face of the organization. They provide the initial and ongoing contact with all Eliot stakeholders (board, campers, staff, and speakers) and should represent the organization with enthusiasm and consideration for the wide variety of needs of all. Strong organizational skills, communications skills, and unwavering confidentiality are needed to track a variety of details, including: staff contracts, invoicing, volunteer forms, housing requests, vaccination records, etc. In addition, the Registrar needs to have strong skills with a variety of software packages, including Microsoft Office Suite (or Google Doc and Sheets), Salesforce, Wufoo forms, and others.

Specific Responsibilities: Please refer to [this chart](#) for a list of specific responsibilities. This list, while extensive, is not comprehensive; applicants should understand that reasonable extensions of this list are expected.

Contract Terms: The contract for this position will last for one year and can be renewed by mutual consent of both parties. It includes responsibilities as outlined in the attached chart (and reasonable extensions thereof), as well as in-camp services for 3 of 4 camps each year and attendance at each Eliot Board meeting (January, April, and October). The Eliot Secretary will serve as the Registrar for one of the four camps, to be agreed upon between the Registrar and Secretary, provided the Registrar handles pre-camp registration and the Secretary is trained to serve as Registrar at camp. The camp at which the Eliot Secretary serves as Registrar shall vary from year to year. Services will be provided to Eliot Institute at an annual cost of \$24,000 payable in 12 monthly installments of \$2,000 on or about the 15th of each month. In addition, Eliot Institute will provide camp credit for the Registrar to attend three Eliot conferences during the period of this contract, at a rate sufficient to provide full room and board in the conference housing of their choice. Family members or others who accompany the Registrar will follow regular conference registration procedures and pay all fees at prevailing rates. While providing Eliot with administrative services, the Registrar will not serve on the Eliot Board or the Nominating Committee.

Time Management: While compensation is paid in equal monthly installments, workload is seasonal and varies greatly month-to-month. The Registrar is free to arrange non-camp working hours as they choose. Expect efficiency from job experience to substantially reduce the hours worked over the course of a year or two.

Travel: Mileage to and from Eliot conferences and meetings and other travel costs, such as tolls and ferry tickets, will be reimbursed by Eliot, at Eliot's prevailing rate.

Other expenses: The Registrar will be reimbursed by Eliot Institute for reasonable expenses incurred for the purposes of providing the stated administrative services.

Independent Contractor. The Registrar, during the term of the contract, will at all times be an independent contractor and not an agent or employee of Eliot Institute. The Registrar shall be responsible for reporting all income received by the Registrar pursuant to the contract and for payment of all federal and state taxes and charges with respect to the fees to be paid to the Registrar hereunder.

Renewal: This contract may be renewed at any time for a period to be agreed upon in writing by both Eliot and the Registrar. Unless otherwise negotiated and provided in writing, terms will continue as stated above.

Termination: Unless duly renewed, this contract shall be deemed complete and terminated on January 31, 2025. This contract may also be terminated by either party without cause with a 30-day written notice. Breach of contract on either part is grounds for immediate termination by written notice. Upon termination of contract, fees earned to date are due and will be paid in full within two weeks of termination date. Expenses incurred must be billed within 30 days of termination and will be paid in full within two weeks of receipt by Eliot Institute.

Eliot Bookkeeper Job Description

Responsibilities:

Use QuickBooks and Excel to generate monthly financial statements, manage accounts payable, and work with the Eliot Treasurer to assemble annual budgets and prepare interim financial reports as necessary. Workload will vary widely through the year, depending on the season. Summer months, when expense reimbursement checks need to be written and financial statements provide a more significant picture of Eliot's financial health, will require the most time.

The Bookkeeper will be an independent contractor and not an agent or employee of Eliot Institute. They shall be responsible for reporting all income received pursuant to the contract and for payment of all federal and state taxes and charges with respect to the fees to be paid hereunder.

Compensation: Up to \$3,000/year, depending upon experience, payable in 12 monthly installments.

Bookkeeping services:

- Handle accounts payable
- Track donor directed contributions
- Adhere to the board's budget
- Prepare monthly financial reports
- Provide requested records and assistance to the Treasurer
- Coordinate with Treasurer to prepare annual tax filing of Form 990 and accompanying schedules

Requirements:

- Minimum of two years responsible accounting or bookkeeping experience
- Intermediate to advanced computer skills including Quickbooks, Excel,
- Must be able to keep camper matters strictly confidential
- Must have excellent interpersonal skills

Eliot Administrative Staff Duties

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Position Key: R=Registrar, S=Secretary, B=Bookkeeper

| Position | Category | Description of Task | Notes |
|----------|---------------|--|-------|
| S | Board Support | Arrange for board meeting location | |
| S | Board Support | Arrange for meals & snacks at board meeting | |
| R | Board Support | Attend all board meetings | |
| S, R, B | Board Support | Serve as a resource to board members and board committees when requested | |
| S | Board Support | Maintain rosters and lists, including board and staff rosters, committee rosters, deans, board reps, and speakers (for website), and others as decided | |
| S | Board Support | Maintain board/staff email list, and Google Drive access for both board folders and committee folders | |
| S | Board Support | Maintain copies of minutes, appropriately organized on Eliot's Google Drive. | |
| S | Board Support | Assist Board President in preparing and distributing board meeting agenda. | |
| S | Board Support | Attend all board meetings. Take and prepare minutes in a timely manner. | |
| S | Board Support | Assist (and remind) board members in uploading reports for board meetings. Keep uploaded reports organized on the drive for ease of accessibility during meetings. | |
| S | Board Support | Maintain board manual, and keep this document current on the website. | |
| S | Board Support | Work with the Governance Committee to update job descriptions, uploading updated documents to website. | |
| S | Board Support | Work with committee chairs to update their committee charters when needed, upload to website. | |
| S | Board Support | If present at camp, take notes at the Eliot Info Meeting. If you are not present, then | |

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| Position | Category | Description of Task | Notes |
|-----------------|-------------------|---|--------------|
| | | the Board Representative will send you notes taken. These notes are to be prepared and sent to the Board. | |
| | Board Support | Deans and Staff Reports: If needed, format these reports when received from the Deans, work with Board Rep to create Board Only and Public versions, forward to appropriate groups (typically the Board, Board Staff, and Deans for that camp for the current and upcoming years), and save to Eliot's files. | |
| B | Bookkeeping | Handling accounts payable (checkwriting) and transfers within QuickBooks | |
| B | Bookkeeping | Provide requested information and assistance to the Treasurer | |
| B | Bookkeeping | Prepare monthly financial reports (Balance Sheet and Budget Performance) | |
| B | Bookkeeping | Coordinate with Treasurer to prepare annual tax filing of Form 990 and accompanying schedules | |
| B | Bookkeeping | Maintain records according to Eliot's Document Retention Policy | |
| R | Committee Support | Summarize financial assistance applications for Registration & Evaluation Committee (REC). | |
| R, S | Committee Support | Communications Committee is primarily responsible for the website; Registrar and/or Secretary can make changes to website under the direction of the Communications Committee | |
| R | Committee Support | Email fall and spring newsletters to entire Eliot community (Communications) | |
| R | Committee Support | Prepare ballots and election instruction sheet for campers (Nominating) | |
| R | Committee Support | Distribute ballots to eligible voters not attending summer camp (Nominating) | |

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| Position | Category | Description of Task | Notes |
|---------------------------|-------------------|---|--|
| R | Committee Support | Support camp evaluation efforts in collaboration with the Registration & Evaluations Committee (REC) | |
| R (3 camps) S (1 camp) | In-Camp Services | Provide assistance to board representative, as needed | |
| R (3 camps) S (1 camp) | In-Camp Services | Attend daily staff meetings (Registrar at 3 camps; Secretary serving as Registrar at 1 camp) | |
| R (3 camps) S (1 camp) | In-Camp Services | Maintain consistent availability at camp to attend to camper needs (Registrar at 3 camps; Secretary serving as Registrar at 1 camp) | |
| R | Registration | Email pre-camp newsletters to registered campers | |
| R | Registration | Handling and directing communications with all stakeholders: Seabeck Conference Center, campers (past, present, and potential), board members, deans, and key camp staff. | This may be one of the most critical duties. |
| R | Registration | Handle camper registrations & conduct lottery for spaces if necessary | Still need Salesforce process for the lottery part |
| R | Registration | Track medical and sponsor forms for children and youth | |
| R | Registration | Assign housing according to Eliot policy | |
| R | Registration | Prepare camper check-in materials | |
| R (3 camps) S (1 camp) | In-Camp Services | Handle camper check-in at camp (Registrar at 3 camps; Secretary serving as Registrar at 1 camp) | |
| R | Registration | Handle background checks for designated staff. Maintain confidentiality and identity protection with staff data. | |

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| Position | Category | Description of Task | Notes |
|---------------------------|-------------------|---|--------------|
| R | Registration | Prepare and distribute conference materials, in collaboration with the deans, board rep, and speaker/presenters. | |
| R | Registration | Maintain current information for all campers and produce reports as needed for camp/board support. | |
| R | Registration | Invoicing campers and handling payments for camp. Depositing funds. | |
| R | Registration | Handling late payments | |
| B | Registration | Handling of returned checks | |
| R | Registration | Distribute contracts to camp staff on behalf of deans | |
| B | Committee support | Assist Treasurer in interpreting financial reports & generating monthly Narrative Summary (Finance Committee) | |
| R | Committee Support | Send out tax receipts to donors (Fundraising Cmte does handwritten notes with no amounts for gifts made through the GiveBig portal that gives an auto-receipt) | |
| R | Miscellaneous | Biannual "cleaning of the closet" occurs with 3-4 other dedicated volunteers. Registrar would receive inventory list from people who clean closet. Registrar also ensures that the most updated inventory list is on the Cloud | |
| R | Committee Support | Prepare and distribute contracts to speakers and presenters and sign the contracts. (Program Committee) | |
| R (3 camps) S (1 camp) | In camp services | Retrieve needed bins from local storage facility in Silverdale before camp (check-in supplies, office supplies, promotional materials, choir music, etc.) and place them back in storage after camp. (Registrar at 3 camps; Secretary serving as Registrar at 1 camp) | |
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