

Presbyterian Women in the Synod of the Covenant

Job Description: **REGISTRAR**

Purpose: To facilitate registration and arrangements for PW Synodwide Gatherings and PWSOC/CT meetings.

Accountability: To the coordinating Team of Presbyterian Women in the Synod of the Covenant (PWSOC/CT) and to Presbyterian Women in the Synod of the Covenant (PWSOC).

Responsibilities:

1. Serve on the Coordinating Team of PW in the Synod of the Covenant, attend all meetings of the CT and PW Synodwide Gatherings unless excused by the Moderator.
2. Be responsible for registrations for the annual meeting of PWSOC/CT and for Synodwide Gatherings, co-opting others to help as needed.
3. Keep accurate financial records for these meetings and Gatherings. Coordinate her work with the Treasurer.
4. Serve on the Facilitating, Finance, and Synodwide Gathering committees.
5. Determine locations for the annual PWSOC/CT meetings.
6. Prepare an annual report of the activities of her office.
7. Keep accurate records of her office and give them to her successor within one month of leaving office.