



Volunteer Position: Registrar

Purpose: The position manages the current registration and records of the club membership.

Key Responsibilities:

- Plan, organize, develop, implement, control, and evaluate registration for general membership, programs (adult and youth), and events.
- Provide records management services.
- Consult and assist Treasurer and Business Manager with program and event costing for bookkeeping purposes.
- Administer tax receipts.
- Keep current with Zone4 software and applicable government legislation.

Length of Appointment: One year (minimum)

Time Commitment:

- Attendance at monthly club meetings 7-9 p.m. on the first Wednesday of the month - Sept - May and prep time for each meeting to provide relevant communication regarding special events
- All year; varies from a minimum of 1 – 3 hours weekly to a maximum 12 hours weekly. Time sensitive

Qualifications:

Proficiency with computers (Microsoft Excel, Word) and willingness to continuously learn web based registration system; verbal and written communication skills; accounting/bookkeeping skills, confidentiality

Support: Support from the Executive Committee – President, VP of Programs, V.P. Operations, Secretary; Treasurer, Committee Chairs and all General Board Members.

Tasks:

- Plan, organize, develop, implement, control, and evaluate registration for general membership, programs (adult and youth), and events.



- Consult with program or event organizers to determine registration needs.
- Organize collected information from program/event planners and develop registration pages that are user friendly, facilitate data collection, and comply with legal requirements (i.e., harmonized sales tax, Children's fitness tax, privacy act).
- Submit a draft of the registration page for review to the program/event organizer. Makes necessary changes.
- Submit final version of registration page to Zone4 support, who ensures there are no programming errors.
- Communicate to program/event organizer and Treasurer and Business manager once registration is open.
- Provide records management. Monitor customer registrations to ensure accuracy. Communicate and provide documentation to the customer, program/event organizer, Treasurer, and Business Manager when changes need to be or are made.
- Arrange alternate payment options when necessary. Keep records and communicate to Business Manager and Treasurer.
- Create paper registration forms when necessary.
- Collect paper forms and input data to database. Store hardcopies. Issue digital receipts.
- Liaise with Zone4 Support when refunds from CCC are necessary.
- Contact Zone4 Support with programming discrepancies; implement resolutions.
- Ensure accuracy of tax receipts, fix when necessary, and resubmit to customer.
- Provide reports for program/event organizers. Update reports as necessary.
- Consult and assist Treasurer and Business Manager with program and event costing for bookkeeping purposes.
- Take precautions to ensure the security and confidentiality of the data collected.
- Evaluate the registration to look for design improvements. Meet with program/event organizers, Treasurer, and Business Manager to discuss and review recommend changes.
- Keep current on related government legislation (privacy and tax laws).
- Keep current with Zone4 software.