

Registrar

Often one of the first executive positions a member will hold, it differs greatly from club to club. In some clubs the Registrar simply takes attendance and manages the membership roster. While in others the role has a much greater significance. Each club and its club house rules will help dictate the responsibilities of the Registrar.

An Individual who wishes to hold the position of Registrar should have or wish to further develop a skill set which includes: organizational skills, delegation and basic statistical recording.

Some of the responsibilities of the Registrar are or could be, again depending on the club house rules:

- Report at each meeting the members in attendance
- Report to the executive any members who have not met club attendance requirements
- Update Club Membership Roster and distribute
- Ensure guests have identifying name tags for their visit
- Handle dinner raffles, including obtaining raffle tickets and prizes
- Procure thank you gifts for guest speakers
- Order replacement Dinner Badges if necessary
- Handle the ordering of club "swag" i.e. jackets, shirts etc.
- Organize a phone tree/committee or send email reminders
- Send email reminder of meetings and meal counts
- Room set up including ensuring all regalia is set for meetings and stored at conclusion
- Collect meal money in conjunction with treasure; pay caterer

Additional information on having a successful year as Club Registrar along with the complete list of duties, can be found in the **Successful Club Manual** located in the Resource Library @ www.kincanada.ca