

# REGISTRAR

## Job Description:

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The Registrar is responsible for promoting and planning the seasons programs in partnership with the President, Coach Representative and Administrator for Board approval in respect to Registration and Club Registration Dates. The Registrar will monitor and report on program progress in respect to registration and space and will recommend any changes to be executed to the administrator. The Registrar will follow up on any e-mails specific to the registrar keeping the club administrator informed regarding invoicing.

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### Duties include:

- ~ In participation with the President, Coach Representative, and Administrator the Registrar confirms programs and number of participants for the start of the season.
- ~ Promotes and confirms any skater moves throughout the season as it pertains to registration and space availability.
- ~ Advertise for program registration with schools & other community organizations in May & end of August (for June & September newsletters) for opening of registration in July/Aug
- ~ Advertise for program assistants with schools (end of August) for September newsletters
- ~ Assists with correspondence with members regarding registration questions in conjunction with club administrator.
- ~ Update the club administrator on any invoice changes or moves.
- ~ Promote programming at rink side as appropriate.
- ~ Active participant with multimedia for registration and promotion of programs.
- ~ Provide monthly report for Executive Meetings & AGM (Annual General Meeting)