

GIRL SCOUT COMMONWEALTH COUNCIL OF VA., INC.

Service Unit Registrar Position Description

Function: To ensure each troop in the service unit completes the registration process; to review forms for accuracy, and; to submit all troop registration materials to the field executive.

Qualifications: Accepts principles and beliefs of the Girl Scout Movement. Is a registered member of GSUSA.

Accountability: Appointed by and accountable to the service unit director.

Term: One year appointment

Responsibilities:

1. Develop, implement and evaluate the service unit plan of work with the service unit director, service team and field executive.
2. Work with service team to:
 - obtain a list of troops due to re-register
 - determine service unit registration deadlines in accordance with council registration deadlines.
 - schedule date, time and site of service unit registration days (spring and fall)
 - notify leaders of service unit registration schedule and deadlines
 - distribute membership registration packets to leaders
 - obtain additional registration materials when needed
3. Conduct service unit registration day in order to:
 - supervise leaders in completing membership registration forms
 - collect from leaders completed membership registration forms and membership dues
 - provide a receipt for cash payment of membership dues
4. On forms with inaccurate and/or incomplete information, obtain information and revise and/or complete the registration and dues summary sheets.

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5. Arrange an appointment with leaders who are unable to attend registration day to assist them in completing and submitting membership registration forms.
6. Submit completed registration forms to field executive for forwarding to the council office.
7. Maintain a service unit troop roster.
8. Maintain membership statistics of girls and adults registered in the service unit.
9. Attend meetings, trainings and other activities or events required to meet the responsibilities of the position.

I have read and understand the responsibilities as stated in this position description.

Signature

Date

RWM/bk
CGSC
2/00
Registrar