



REGISTRAR JOB DESCRIPTION

I. Meetings

A. Board Meeting

1. Give a brief membership report, generally the current membership total. This is also available to the Board in the Membership Roster spreadsheet in the Registrar's folder on the Google Drive.

B. General Meeting

1. Bring sign-in sheets and any new or updated name tags to the General Meeting.
2. Bring blank application forms, receipt book (used for cash payments), pens, blank paper for notes, and log sheet for the source of all receipts.
3. Bring Membership notebook for review by the Board and to answer any membership questions.
4. There are three upright clear-plastic sign holders, used for merchandise suggested donations, reminders, and announcements. These are placed on the registration table.
5. Collect dues and application forms. Note the amount paid and the check number on the application forms. Log any monies received on the log sheet.
6. Open Registrar's U.S. mail (brought to the meeting by the Recording Secretary). Keep the applications for entry into the roster spreadsheet and the notebook, and log any monies received on the log sheet.
7. At the end of the evening, check baskets for donations and receive any money from merchandise donations (cookbook, etc.) Enter any monies received on the log sheet.
8. At the end of the evening, count the cash and checks and reconcile with the log sheet. Give the money and the log sheet to the Treasurer at that time.
9. At the end of the evening, collect the member sign-in sheets.
10. At the end of the evening, collect the visitor sign-in sheets and give to Corresponding Secretary.

II. During the month

- A. As soon as possible, update the Master Membership Roster spreadsheet on the Membership Roster tab with any renewals and new members (in person or online.)
- B. Print any online applications and place all member applications into the Registrar's membership notebook (see section V).
- C. Add visitor (print from email sent to the Board by the Corresponding Secretary) and member sign-ins to the Membership spreadsheet on the Attendance tab. A table automatically calculates how many attendees came to the General meeting. Place sign-in sheets in the Membership notebook in the Attendance section, most recent in front.
- D. Submit a membership article to the Newsletter. There is always a "Welcome to New Members" section in the Newsletter. The article may include information from the application forms, such as surnames or the things people need help with or can help with.

- E. Make name tags for any new members and for the speaker before the next general meeting. Distinctions such as “charter member,” officer positions, and donor levels (contributor, patron, lifetime) should be noted on name tags.
- F. Scan membership applications, name the files *Last (Maiden), First Middle ‘Nickname’ & family member name.pdf* [use nickname only if uncommon; i.e., don’t use ‘Bob’ if first name is Robert]. Upload to the Google Drive in the Registrar/Membership Applications folder.

III. Periodically

- A. In the January newsletter, recognize the donors (Contributor, Patron, Benefactor, etc.) for the year.
- B. During the yearly renewal period, send renewal e-mails, which will have the following attachments:
 - 1. Member’s guide which will include the most up-to-date information, links, and members page password.
 - 2. Send reminder emails or letters to members that have not renewed.

IV. Overall

- A. Maintain a notebook containing membership application forms, sorted alphabetically by last name. Place any renewal forms in front of any other forms for that person.
 - B. If someone has not renewed for two years, move their information from the “Membership Roster” tab in the Membership Roster spreadsheet to the “Removed From Roster” tab. If they don’t renew at all after the third year, shred their membership application; they will have to redo it to rejoin.
 - C. Shred any material being discarded to protect personal information.
 - D. Propose any dues-related changes to the membership fee structure well before the May board meeting, so that they can be approved by the Board and be in effect before renewals start. Changes to the dues structure must be made before renewals begin, so that all members pay equally for the year.
- V. E-mail communication exclusively through BAGS e-mail address registrar@txbayareagen.org.
- VI. Attend a majority of the board meetings.