



Girl Scouts-Wilderness Road Council  
Volunteer Position Description



Name: \_\_\_\_\_

Service Unit: \_\_\_\_\_

**Position Title:** Registrar

**Reports To:** Service Unit Manager/ Membership Specialist

**Term of Appointment:** One year. Renewable annually.

**Position Summary:** To be responsible for thoroughly checking, correcting, and submitting registrations of girls and adults in a timely manner for the service unit.

**Duties and Responsibilities:**

1. Receive training for position.
2. Receive registration information and forms and distributes to appropriate people.
3. If necessary, hold a clinic in the service unit to assist troops/groups in preparing registration forms.
4. Promote on-time registration at service unit meeting.
5. Send registration forms and fees to the Service Center by the September 30 deadline.
6. Determine which girls and adults have not re-registered, and provide a list to the Troop/Group Organizer or leader so that they may be invited to re-join.
7. Continue to register girls and adults throughout the year and submit forms and fees immediately to the Council.
8. Must communicate and when possible support the council's efforts to secure financial goals through adult generated fund raising opportunities.

**Qualifications:**

1. Knowledge of and commitment to the beliefs and principals of the Girl Scout movement.
2. Follow the guidelines established in *Safety-Wise* and Council policies and standards.
3. Be a registered member of GSUSA, and be supportive of Girl Scouts-Wilderness Road Council.
4. Be able to work with adults and to delegate and share authority.
5. Be able to meet deadlines and responsibilities, and to maintain confidentiality.
6. Take and update training for the position.

**Time:** 8-10 hours a month for a 3 month period.

**I understand and agree to the duties, responsibilities and qualifications of this position.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**