



USA GIRL SCOUTS OVERSEAS - _____
REGISTRAR POSITION DESCRIPTION

Title: Registrar

Term: One year; may be reappointed

Appointed by/Accountable to: Overseas Committee Chair (OCC)

Function: Responsible for timely and complete processing of membership registrations for all troops and individual adults within the Overseas Committee.

Responsibilities:

- ◆ Keep up-to-date with registration procedures.
- ◆ Hold meetings with leaders to explain procedures and forms.
- ◆ Receive and check all registrations for accuracy and completion of information.
- ◆ See that USAGSO Troop Applications are signed by the OCC.
- ◆ Ensure that registration forms are processed in a timely manner and are mailed to USAGSO-North Atlantic (USAGSO-NA) along with correct payment by check or money order payable to USAGSO-North Atlantic.
- ◆ Attend Overseas Committee meetings as necessary.
- ◆ Continue to register girls and adults all year round.
- ◆ Complete training for the position.

Qualifications:

- ◆ Subscribe to the principles and purpose of Girl Scouting and become a registered member.
- ◆ Communicate well with individuals and groups.
- ◆ Be accurate, honest and efficient with paperwork.
- ◆ Appreciate and adhere to deadlines inherent in this time sensitive job.
- ◆ Willingness to take training for the job.
- ◆ Be willing to devote time to the position.