



Board Director Job Description: Registrar

Term: Five (5) Years

Time Commitment: approximately 80 hours annually

Revised: January 2023

All Board Directors commit themselves to LU's mission and programs and actively participate in the development of Board policies and procedures by keeping up to date with pertinent issues and trends and thinking strategically about the implications of the items under discussion. In particular, they will become familiar with the LU By-law and the duties and responsibilities of a Director described therein. They understand the time required to be an effective Board Member and agree to provide this time and to participate in special projects or *ad hoc* Board Committees as needed. They commit to maintain confidentiality, to recuse themselves in the case of a conflict of interest; and to use collaborative communication and interpersonal skills.

Job Overview:

This position manages the registration process for each lecture series in conjunction with the Webmaster. This includes the development and implementation of registration policies and procedures, the posting of registration information and emailing of it to LU members, and the recruitment of door monitors for in-person activities.

1. Works with the Technology and Communications committees to develop registration procedures.
2. Reports the results of each registration session to the Board.
3. Examines lecture attendance reports; identifies and acts on possible violations of LUE's policies and procedures regarding sharing of registration links.
4. Prepares and delivers an annual report of registration activities to the Annual Meeting.
5. Responds to member enquiries before, during and after each registration session.
6. Maintains a record of current and past registration records in digital format.
7. Serves as a Signing Officer of LUE

In-Person Lectures

Note that many details of how in-person lectures will be handled have not been worked out.

Recommends and implements procedures approved by the Board for in-person registration and attendance, such as:

1. the criteria for priority registration when in-person capacity is limited.
2. verification that attendees have registered and paid.

Competencies/Qualifications

1. Marketing, HR management, or Volunteer Management experience
2. Excellent communications and interpersonal skills
3. Team membership and leadership experience
4. Computer competency in Word, Excel and familiarity with or willingness to learn Mailchimp.