



Board Director Job Description: Registrar

Term: Five (5) Years

Time Commitment: approximately 120 hours annually

Revised: March 2020

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 all aspects of the registration process for each lecture series including the LU website, posting of registration information and emailing of it to LU members, the production and distribution of member badges, and the recruitment of door monitors.

Specific Position Duties and Responsibilities:

1. Chairs the Registration Committee and develops registration procedures and practices.
2. Manages, maintains and updates the LU website in conjunction with the Webmaster.
3. Posts on the website and notice board, registration information before each registration.
4. Updates the list of qualified members before each registration and maintains a record of current and past member registration records in digital format.
5. Supervises the registration process including establishing the list of qualified pre-registrants and together with the Webmaster responds to member enquiries before, during and after each registration.
6. Assists the Treasurer, as necessary, to reconcile the website and PayPal lists of lecture registrants and sets up, in PayPal, lecture fee rebates due to course cancellations.
7. Downloads from the website the lists of lecture registrants, formats the member badges for each lecture and arranges for their printing and distribution.
8. Purchases registration supplies and programs as required.
9. For each Registration emails registration information to all members and lecture registrants with the details of the lecture starts and badge pickup arrangements.
10. Maintains a record of current and past registration records in digital format
11. Reports the results of each registration to the Board
12. Prepares and delivers an annual report of registration activities to the Annual General Meeting
13. Serves as a Signing Officer of Learning Unlimited Etobicoke

Competencies/Qualifications:

1. Project management experience particularly with new and innovative projects.
2. Computer competency in Word, Excel, Pixillion, PicEdit, WordPress, MailChimp, and e-mail.