

Girl Scout Area Registrar Position Description

Appointment/accountability:

Appointed by, and accountable to, the area manager for ensuring that girls and adults participating in the Girl Scout program are registered as members of Girl Scouts USA (GSUSA).

Term of appointment:

One-year appointment generally concurrent with the membership year, October 1 through September 30. Busy season: September to November and April to June. Recommended term limit – 5 years.

Responsibilities:

1. Facilitate the annual registration of all girls and adults in the area.
 - a. Distribute girl and adult member registration forms in the area.
 - b. Collect the completed girl and adult registration forms and review for completeness and accuracy.
 - c. Follow up with troop leaders regarding incomplete or inaccurate forms.
 - d. Submit girl and adult registration forms with corresponding membership dues and financial assistance forms to regional registrar in accordance with Girl Scout Heart of Michigan (GSHOM) guidelines.
2. Enter and maintain membership registrations following guidelines and directions given by the GSHOM regional registrar.
3. Working with area management team, coordinate early-bird registration process.
4. Through the GSHOM database, E-Council, maintain accurate active member and non-returning member lists and provide reports as requested.
5. Attend area meetings as needed to provide up-to-date information.
6. Complete appropriate volunteer education for this position.

Qualifications:

- Accepts the principles and beliefs of GSUSA and GSHOM.
- Is a registered member of GSUSA.
- Ability to keep accurate records.
- Willingness to work effectively with other team members and the regional registrar.
- Access to a computer with Internet, preferably high-speed service.

Benefits to volunteer:

Volunteers in this position will (1) develop and maintain data entry skills, (2) gain experience working cooperatively with other adult volunteers, (3) gain experience coaching volunteers.