



Registrar Position Description

Overview

A member of the RDMSC Board of Directors, the Registrar is responsible for undertaking and coordinating all aspects of member registration including fee collection and registration with Alberta Summer Swim Association (ASSA).

Responsibilities

- Attend Board meetings and prepare and present Registrar reports as required
- Work with Communications Director to develop and distribute registration information materials
- Serve as primary RDMSC contact for queries related to registration and membership
- Monitor and respond to emails sent to the RDMSC registrar email address/account
- Undertake and coordinate all activities related to registration and size-it night including:
 - Update registration platform (TeamUnify) to ensure it includes relevant information related to fees, equipment and member commitments such as fundraising, volunteering
 - Attending and leading size-it night and registration
- Super-user of Team Unify to
 - register all swimmers and coaches with ASSA
 - register all special events with ASSA to ensure appropriate insurance coverage
- Ensure that the registration tab of the RDMSC is accurate, updating as required

Term: 2 years