

# SERVICE UNIT REGISTRAR

## Your Role as the Service Unit Registrar

The Service Unit Registrar role is to ensure that all girls and adults within a Service Unit are registered Girl Scouts of the appropriate membership year.

## Position Description-Service Unit Registrar

**Reports to:** The Service Unit Director

**Term:** One year, renewable

**Estimated Time Commitment:** Ongoing with the heaviest time commitment in the fall, February, and June.

### Responsibilities

- Work with Service Unit Team and troops to:
  - Obtain a list of troops due to re-register.
  - Determine service unit registration deadlines in accordance with council registration deadlines.
- Distribute Early Bird and fall membership registration packets to leaders.
- Train leaders in completing membership registration forms.
- Collect from leaders completed membership registration forms and membership dues.
- Provide a receipt to the Troop Leader for cash payment of membership dues.
- Process all registration forms in a timely manner.
- Encourage eligible troops to participate in Early Bird registration and complete and process troop registrations to meet Council's deadline.
- Work with Council Registrar to address any registration related problems in the service unit.

Oversees and processes the following forms:

- Girl/Adult Registration Forms and Dues Summaries.