DUTIES OF THE REGISTRAR

Overview: The Registrar provides an essential link between the SAGA organization and its members. The Registrar’s primary function is one of membership management; it is the “front door” for the welcoming of new members and the establishment of their ongoing membership. This role also provides advice and service for existing members and is a conduit between the members and the SAGA Board. The incumbent in this role is expected to maintain non-public Board- and member-related information in the strictest confidence at all times, both during and after service to the Board.

• Membership Management
  • Maintain an up-to-date membership list
  • Maintain current back-up list and website list
  • Ensure membership database reflects only one membership number for each member
  • Provide a mailing list of current members to the SAGANews Editor and the SAGANews printing company
  • Arrange for the printing and mailing of membership renewal materials
  • Process membership renewals through database and backup, entering changes of information (addresses, emails and chapters)
  • Print new membership card and mail with membership renewal letter
  • Accept new memberships:
    • Generate membership card and letter of welcome
    • Ship latest SAGANews and SAGA pin
    • Enter into database and backup list
    • Record registration payment (amount and date received), date membership packet mailed, date information sent to treasurer, date information entered on web site, date membership card printed
  • Respond to inquiries about SAGA membership
    • Answer email and 800 number queries regarding benefits of membership and chapters
    • Refer all inquires concerning places to find fabric, supplies, and lessons in their area to appropriate region representative
    • Research all e-mails and phone calls concerning why member has not received SAGANews
  • Maintain appropriate supplies of membership supplies, i.e. cards, envelopes, letters, pins
  • Check membership database to verify all correspondence course applicants on the contract have current memberships. If not, call the group leader to rectify; process and forward to Correspondence Courses Chair

• Accounting
  • Serve as source of data for SAGA Treasurer
  • Obtain approval of personal expense reports for payment
    • Maintain a petty cash float for out-of-pocket expenses
    • Provide monthly balance report
Communications

- Maintain communications to progress SAGA business.
- Provide a Board report to the Treasurer by the 5th of the month for inclusion with her Board report to keep Board members and Committee Chairs apprised of developments.