

REGISTRAR

(1 full year executive position - July to June)

- Act as contact person on all advertisements for new membership. Answer questions from potential new members. Collect printed registration forms, registration fees, post-dated tuition cheques, and duty bond cheques. Ensure all funds and cheques received are submitted to the Treasurer.
- Organize Registration nights. Order of preference for Registration nights are:
 1. Current Playschool members
 2. Alumni's (past playschool members)
 3. General Public.
- Organize preregistration forms and payments with the Treasurer.
- Arrange online registration with the Webmaster.
- Maintain waiting lists for each class on a first come first served. Order of preference is for registration on nights"
 1. Current playschool families
 2. Past playschool families
 3. Riverbend residents
 4. Non-Riverbend residents.Register students on a "first come, first served" basis for each category.
- Contact those on waiting lists as vacancies arise. Meet with the parent(s) to accept completed registration forms, collect fees and receive post-dated cheques.
- Distribute class lists with Newsletter Representative via e-mail.
- Liaise with all following individuals when there are new student(s) or student withdrawals from the program:
 - 1. Job Coordinator
 - 2. Sharing Day Roster Person
 - 3. Treasurer
 - 4. Teachers
 - 5. President
- Prepare & update registration Packages online.
- Collect community league membership number
- Arrange for CLM to be sold at Fall meeting or delegate task to another executive member.
- Contact Public Relations Representative regarding any openings, upcoming open houses and registration nights to ensure advertisements are placed in the community.
- Arrange with the Newsletter Representative for new parents to be contacted in the spring to notify them of the Annual General Meeting
- Arrange with the Newsletter Representative and Webmaster for parents to be contacted in late August to notify them of the fall registration meeting, class start dates and to finalize class lists.

General Executive responsibilities including:

- Create or update a manual of essential duties and deadlines for this position. Keep one copy for reference and file one copy in job descriptions file.
- Attend all executive and general meetings.
- Aid in the set-up of the playschool prior to the commencement of the school year and the packing up of the classroom at the end of the school year. If you are unable to assist, you are to arrange for alternative help to take your place.

Position amended February 8, 2007.

Position amended January 21, 2011