



CSCT Job Description: Registrar

Appointed at a Post-Annual General Meeting by the Board of Directors for a term of two (2) years on odd numbered years.

Board of Directors Meetings:

- Attend the October Board of Directors Meetings and any other board meetings as required
- Review per capita with CSCT Treasurer prior to preparing registrar's report
- Submit a PDF registrar's report for the February, June and October Board of Directors meetings (refer to template) to Executive Secretary 10 days prior to the meeting

Annual General Meeting:

- Provide a list of CSCT members
- Submit a PDF registrar's report (refer to template) to the Webmaster 1 month prior
- Receive and validate proxies
- Return validated proxy number back to proxy holder
- Present a Quorum Report
- Review per capita with CSCT Treasurer prior to preparing registrar's report
- Present registrar's report at the AGM

General duties:

- Creates new members profile in database and generate a CSCT number
- Inform provincial registrars of their new CSCT members
- Maintain the CSCT database registry of all members
- Review per capita with CSCT Treasurer prior to sending yearly membership cards
- Prepare and ensure mail out of CSCT membership cards
- Prepare and mail CSCT Certificates
- Provide current list of CSCT members to congress
- Submit a registrar's report for the Atrium newsletter
- Submit a year end registrar's report to the auditors