

## REGISTRAR

### DUTIES:

- A. Receive and be responsible for all membership dues which shall be turned over to the Treasurer monthly.
- B. Maintain an up-to-date membership database.
- C. Notify members when yearly membership has lapsed.
- D. Keep an attendance record of the General meeting.
- E. Provide name tags for members and guests at the General meeting.
- F. Attend board meetings.
- G. Email a Registrar's report prior to the Board meeting containing information about new members, number of members, and changes of member contact information to each board member.

### PROCEDURES:

- A. Reports:
  1. Monthly Registrar's reports are compiled from new Membership Applications and the current membership database.
  2. An annual report shall be given to the President prior to the May Annual Meeting containing membership information.
- B. Membership Application - An application is made available to anyone who seeks membership. The original application is kept by the Registrar for processing the application for three years.
- C. New Member Packet:
  1. Welcome letter to new member, which includes dates and places of General/Board meetings, and the TCGS Library hours and location.
  2. Membership card
  3. List of officers and board members
- D. Membership Database - A database will be maintained by the Registrar on the computer in the Library. It will be updated each month.
- E. Renewal:
  1. Members sixty (60) days late on payment of their dues will be sent a "reminder" email or letter.
  2. Members ninety (90) days late on payment of their dues will be marked inactive in the database and automatically removed from the newsletter and periodical label list. Lapsed members will be notified by email or letter of their inactive status.
- F. Attendance:
  1. At the General meeting have each member and guest sign the attendance book.
  2. Report the number of members and guests present and introduce the guests.
  3. Collect members' name tags at the end of each General meeting.
  4. Have blank name tags available for guests.
- G. Member Roster: - Make available upon request.
- H. Registrar's File – New member applications, renewal forms, and Registrar's report for three years.