

**MEMBERSHIP REGISTRAR**

The **Neighborhood Membership Registrar's** purpose is to process and track Girl Scout registrations for all girl and adult members in the service unit, including troops, groups, and individual members. The Neighborhood Chair will appoint the Neighborhood Membership Registrar for a one year term. The Neighborhood Membership Registrar is accountable to the Neighborhood Chair's, leaders, troop treasurers, council registrar, and regional membership staff.

**Neighborhood Membership Registrar agrees to:**

- Become/remain a registered GSUSA member.
- Maintain the Neighborhood membership records.
- Maintain adequate supplies of registration forms and related documents.
- Assist leader with training on materials and procedures to register troops/members.
- Submit membership forms and funds to council service center weekly.
- Communicate registration information to membership staff for proper monthly reporting.
- Communicate with service team/product managers to ensure girls are registered before participating in activities.
- Participate in team and leader meetings.
- Attend yearly registrar update trainings.
- Be proactive in negotiating responsibilities for this position.
- Have fun and maintain a positive attitude.

**Neighborhood Manager agrees to:**

- Provide a copy and interpretation of the TIGSC policies and procedures.
- Provide orientation and assist in obtaining training for the position.
- Provide a copy of and review the responsibility outline.
- Give recognition.
- Provide evaluation
- Assist Membership Registrar with follow up on troop registration.
- Negotiate any responsibilities within the position responsibility outline.
- Promote a fun, enjoyable atmosphere of mutual respect and commitment to girls and Girl Scouting.

**Volunteer Agreement**

I have read the responsibilities of the Neighborhood Registrar and agree to carry out those responsibilities to the best of my ability. I have received, will read, and will refer to the TIGSC Volunteer Policies which state that I will work within the framework of the council charter, our bylaws, policies, standards, corporate goals and annual objectives. I will fulfill the outlined responsibilities with no monetary compensation.

Neighborhood \_\_\_\_\_

e-mail: \_\_\_\_\_

Term: \_\_\_\_\_

\_\_\_\_\_  
Volunteer's signature and date

\_\_\_\_\_  
Neighborhood Chair's signature and date