

## **AREA REGISTRAR RESPONSIBILITIES**

- Keeps mailing database current.
- Applies yearly Zip Code updates to the Area database
- Co-chairs the Secretaries' sharing session at Area Quarterlies.
- Provides lists of Area Officers, Area Committee Chairs and District Chairs when requested.
- Provides the Finance Committee with Registrar's budget request at budget time.
- Submits a quarterly expense report, including all receipts, to the Area Treasurer.
- Returns all unspent budgeted funds to the Area Treasurer by December 31st of that budgeted year.
- Supplies the Recording Secretary or Printer with mailing labels no later than 30 days after the Area business meeting, per resolution.
- Supplies the Recording Secretary with a bulk e-mail list no later than 30 days after the Area business meeting.
- Supplies the Recording Secretary with Spanish member's mailing labels no later than 45 days after the Area business meeting.
- Calls the role at the Area business meetings and provides a total vote count to the Chairperson.
- Receives the Group Information Sheets from G.S.O. and distributes them to the appropriate Districts.
- Receives changes from the Districts for entry into the Area database and forwards all changes to G.S.O.
- Responsible for the Area Registrar's laptop computer and printer.
- Attends the Southeast Regional Forum.