



Girl Scouts Central Maryland
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www.gscm.org

VOLUNTEER POSITION: **Service Unit Membership Registrar**

APPOINTED AND SUPERVISED BY: The Service Unit Membership Registrar is appointed by the Service Unit Manager and is responsible to the Service Unit Manager and works closely with the Membership & Community Development Specialist.

OBJECTIVE OF POSITION: To assist troops in assigned Service Unit in registering members of the Girl Scouts of U.S.A.

- RESPONSIBILITIES:**
- ❖ Arrange for distribution of the troop membership packet as needed.
 - ❖ Assist leaders in completing membership forms and summary forms-either personally or at registration clinic. Review each membership form for completeness and accuracy of information; insert missing or corrected information where possible; verify that correct Membership dues and Family Share contributions have been paid. Work with leaders to correct/complete registrations before submitting.
 - ❖ Check dues summaries and money collected to see that they agree. Money collected will include registration fees and Family Share contributions.
 - ❖ Provide receipts of membership dues and Family Share contributions when received.
 - ❖ Contact each troop leader if registration has not been completed by assigned date to assure that troop registration is on time.
 - ❖ Complete the information on the Reconciliation Form (GSCM#01-423) certifying that the total cash received matches the number of girls and adults registering when using one deposit slip for more than one troop.
 - ❖ Assure that all monies be deposited in a Nation Bank or delivered or sent to the GSCM Service Center.
 - ❖ Retain all "not re-registering" forms and share with Service Team and /or Membership & Community Development Specialist.
 - ❖ Maintain supply of all registration forms for the community.
 - ❖ With the troop/group organizer, maintain registration records and documentation of membership data for appropriate community personnel. (Council will provide periodic reports of all members registered in the community.)
 - ❖ Notify the Council Membership Registrar of Changes to a member's information and transfer of members.

QUALIFICATIONS: Membership in Girl Scouts of the U.S.A.
At least 18 years old
Organizational skills
Commitment to Girl Scouting

TERM OF APPOINTMENT: One Year

TRAINING: Complete Registrar Training

Note: Volunteer services may be discontinued at anytime.

03-506
06/03
Reviewed 5/10