

REGISTRAR

(1 full year executive position - July to June)

- Inform Teachers and Executive of any class vacancies. Liaise with the Public Relations Coordinator to advertise about openings in the Playschool. Act as contact person on all advertisements for new membership.
- Reply to emails, phone calls and answer questions from potential new members. Collect printed registration forms, registration fees, post-dated tuition cheques, and duty bond cheques. Ensure all funds and cheques received are submitted to the Treasurer.
- Organize Registration nights. Order of preference for Registration nights are:
 1. Current Playschool members
 2. Alumni's (past playschool members)
 3. General Public.
- Organize preregistration forms and payments with the Treasurer.
- Arrange online registration with the Website Coordinator and Web Developer (contractor).
- Maintain waiting lists for each class on a first-come, first-served basis. Order of preference is for registration on nights:
 1. Current playschool families
 2. Past playschool families
 3. Riverbend residents
 4. Non-Riverbend residents.Register students on a "first-come, first-served" basis for each category.
- Contact those on waiting lists as vacancies arise. Meet with the parent(s) to accept completed registration forms, collect fees and receive post-dated cheques.
- Distribute class lists with Newsletter Representative via e-mail.
- Liaise with all following individuals when there are new student(s) or student withdrawals from the program to ensure class lists and parent contact lists are always up-to-date:
 - 1. Teachers
 - 2. Job Coordinator
 - 3. Treasurer
 - 4. Sharing Day Roster Parents (4)
 - 5. Class Representatives (4)
 - 6. Newsletter Representative
 - 7. President

Teachers rely on accurate, up-to-date class lists. The Job Coordinator and Treasurer must be notified of changes to re-assign parent jobs and collect payment. Any changes must be communicated to these people first, and foremost. The Registrar is then required to send updated class lists, with new parent contact information, to the sharing day roster parents, class representatives, newsletter representative and President after changes are made.

- Prepare & update registration Packages online.
- Collect community league membership number
- Arrange for community league memberships to be sold at fall meeting or delegate task to another executive member.
- Contact Public Relations Representative regarding any openings, upcoming open houses and registration nights to ensure advertisements are placed in the community.

- Arrange with the Newsletter Representative for new parents to be contacted in the spring to notify them of the Annual General Meeting
- Contact parents in late August to notify them of the fall registration meeting, class start dates (see point below) and to finalize class lists.
- Determine a schedule for staggered entry dates, and communicate those dates to parents during late August communication.
- Attend all Registration Events.

General Executive responsibilities including:

- Create or update a manual of essential duties and deadlines for this position. Keep one copy for reference and file one copy in job descriptions file.
- Attend all executive and general meetings.
- Aid in the set-up of the playschool prior to the commencement of the school year and the packing up of the classroom at the end of the school year. If you are unable to assist, you are to arrange for alternative help to take your place.
- Be available to playschool families and potential incoming families to answer any questions they may have about the school, or direct them to the appropriate executive member or teacher.

Position amended February 8, 2007

Position amended January 21, 2011

Position amended November 5, 2014

Position reviewed April 2016

Position amended April 2017