

## **Job Description – Registrar (Membership Officer)**

- Elected by the membership as a voting board member
- Attends monthly board meetings as a voting member, contributes to discussions and decision making, makes and votes on motions.
- Required to apply for a Vulnerable Sector Check (Police Check)
- Has signing authority for financial matters (contracts, bank accounts)
- Attends the Spring and Fall Annual General Meetings, presents information as per role
- Orientation and handover at the June board meeting.
- Required to do ONE cleaning night
- On all matters of business, confidentiality is essential.
- Along with all the members of the co-operative, is responsible for the health and safety of LCNS children.

### **Summary of Role:**

- Manages registration inquires, answers questions, coordinates tours with teachers
- Maintain accurate files with student and family information
- Ensure all registration information is collected
- Notify other board members of changes to registrations (enrollment or withdrawal)
- Prepare attendance sheets

## Details

- All lists and filing are alphabetically by child's first name
- Check email often and keep emails organized
- Keep USB Key and maintain files on OneList, Google Drive & Box.com
- Manage registration inquiries received either by email or through OneList
  - Reply to family: Answer any questions and provide details about registering: package, program / participation level availability, etc.
  - Keep families on the waitlist informed of registration and open houses
  - Families that do not enrol or who do not respond to emails may be removed from the Active Application list on OneList
- Process **new applications** as they are received:
  - Ensure registration packages and EMTs and PAD forms are complete -- all blanks must be filled in & family must also be registered through OneList  
NOTE: Registration is not considered complete until all forms and payments are received
  - On OneList, 'place' child in program
  - Notify:
    - Teachers
    - Treasurer (EMTs/PAD forms)
    - Scheduling Officer (add to duty & cleaning schedules)
    - Communication Officer (add to Google Groups)
    - Health Officer (if any allergies / restrictions)
  - Input new information into
    - **Membership Roster (Board copy):** Excel spreadsheet (see previous years as an example) that includes child's first name, child's last name, parents' names, address, phone, email address, P/PP/NP, number of days registered (2/4 day), birthday, start date, age on start date (age test), allergies, image release (private / newsletter / public), alumni (yes / no). It includes every child enrolled at any point throughout the school year.
    - **Membership Roster (Parent Copy):** Only includes child's first name, child's last name, parents' names, email, phone & participation level. Currently enrolled families only.
    - **Class Lists:** Make attendance list and health check list for each class.
      - Update monthly and send to teachers by the 25th
    - **Birthday List:** Only of the children currently in class. Adjust based on additions / withdrawals.
    - **Board / Committee List:** Includes position, person's name and email. Reporting relationship is also noted.
      - Assign participating families based on registration choices or availability. **Non-participating** parents are exempt.
  - Print emergency contact form and file in attendance binder
  - Put new member file in a folder (colour coded by class) and file in classroom file box (in locked black filing cabinet)
  - Check that new members know about Parent Handbook (link on website)
  - Email membership an updated Board / Committee List and Roster

- (Parent Copy)
  - Upload up-to-date spreadsheets on Box
- **WITHDRAWALS:** Members are to give 30 days written notice from the start of a month (form is in Google Drive.) After child's last class, process the withdrawal:
  - Remove emergency contact form from binder
  - Write discharge date on application form (date of last class)
  - Move file to withdrawals section in black filing cabinet
  - Remove from Class Lists, Birthday List, Board / Committee List and Parent Copy of Membership Roster
  - Ask Communications officer to remove email address from google groups
  - Keep info in Board Copy of Membership Roster but place under Withdrawals
  - Notify Board of changes and email membership an updated Board / Committee List and Roster (Parent Copy)
  - Upload withdrawal form on Box
- **CLASS CHANGES:** Members are asked to give 30 days written notice from the start of the month for a reduction in days. Increases in number of days or switching from toddler to preschool can happen right away as long as the family pays the additional cost (Forms are in Google Drive).
  - Check with teachers first before offering a preschool spot to a younger toddler (28 or 29 months)
  - Notify teachers, treasurer (change in fees), communications officer (google groups)
  - Add or move emergency contact forms in the binder to the appropriate section.
  - Update spreadsheet
- Keep an up-to-date Board / Committee List and Birthday List on the bulletin board by the photocopier
- Reply to any questions forwarded from the LCNS email or from members
- Attend any Open Houses held throughout the year
- Notify the teachers when a tour is requested
- Respond to the Region's Open Spaces Survey emailed out in April, August and December

### **Roster Policies:**

- Only 20% of roster may be non-participating
- At any time, only 20% of the preschool class may be 28 or 29 months (and at teachers' discretion)
- At any time, only 20% of the toddler class may be 16 or 17 months (and at teachers' discretion)
- Places cannot be 'held' without paying for it. For example, if a family wants to start in October, they must also pay for September to guarantee a spot in October
- Mid-year starts: Tuition is pro-rated by half months – If a child starts 1-15<sup>th</sup> they pay for the full month; if a child starts 16<sup>th</sup>-31<sup>st</sup> they pay for a half month
- For multiple children registered, families are only responsible for one registration fee, one board or committee role, and may be asked to do one extra cleaning night if we need extra hands
- Registration fee & cleaning deposit are by family (not by individual children).

- Tuition fees are for each child
- E-transfers for registration fee and tuition must be separate payments

### **Preparation for School Year (Summer)**

- Put new members' files (alphabetical order by child's first name) in the classroom file box (in locked black filing cabinet) according to classes (folders colour coded)
- Electronic files are stored on the school laptop, back up is kept on a USB
- Print 2 copies emergency contact form and file in attendance binder. Original stays in child's file.
- Print immunization record and Form A, add to child's file
- Email membership updates about AGM (& other important dates/info), the Board / Committee List and the Parent Class List
- Assemble attendance binder with September class lists & ensure photocopies of all emergency contact forms are in the binder and that the binder is at the school
- **At Fall AGM (and at Spring AGM)**
  - Arrive early to help set up chairs / head table
  - Have poster of new board members (if needed)
  - Ensure parents sign in (have sign-in sheets ready) & provide name tags
  - Receive any missing info from members' registration package(s)
  - Provide membership report verbally

### **Preparation for Following School Year**

- Let current membership know of registration dates / any new changes (March)
- Process new registrations in a new Membership Roster spreadsheet
- Create new Board / Committee List
  - Help find / approach returning members to fill any vacancies on the board