

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 during the summer
- 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

If you are interested in learning more about this role, please contact our Registrar at registrar@lakeshorenursery.com for more details.