### REGISTRAR COMMITTEE

**Mission statement:** To ensure the Chicago Chapter’s membership and recordkeeping needs and requirements are handled in an effective and efficient manner.

**Key Responsibilities**
- Prepares/sends/answer e-mails to Chapter inbox
- Creates online registration site for all chapter events, trainings
- Coordinates registration and materials for monthly training sessions, quarterly manager forums, CAE roundtables and Annual Seminar
- Prepares miscellaneous reports as required/requested by Board
- Completes annual NASBA certification
- Maintain records of monthly training sessions, quarterly CAE roundtables, manager forums, and ESHAC quarterly meetings including attendance and CPE.
- Sends welcome letter to new members
- Distributes significant anniversary pins to members annually

**Key Reporting / Deliverables**
- Deliverables including training sessions, roundtables and monthly membership report; monthly BOG report for monthly trainings and membership stats

**Key Events**
- Annual Seminar, monthly and quarterly training sessions and ad hoc social events

**Current volunteer opportunities and commitment**
- It is recommended registrar budgets 5-10 hours per month to perform duties (with approx. 30 hours per week in March for Annual Seminar.)