**\*Responsibilities of the Registrar**. The Registrar serves as the caretaker of the membership records of the Chapter and, as such, shall have the following duties and responsibilities:(NOTE: In many Chapters the following duties are included with those of the Treasurer and of the Secretary.)

1. Assist members in gaining access to the AGO ONCARD system for renewal.
2. b. Provide opportunities for chapter members to renew using ONCARD at chapter meetings.
3. c. Distribute the AGO Membership Brochure to those interested.
4. d. Understand and be able to retrieve records of the chapter membership from the AGO’s Membership data base through the ONCARD system.
5. e. Maintain appropriate and necessary contact with the ONCARD system as to support the chapter leadership.
6. f. Perform such other duties as are incidental to the execution of this office or task that the Executive Committee may direct.

**\*Responsibilities of the Membership Coordinator**. The Membership Coordinator shall be responsible for activities focused on recruiting and retaining chapter membership. These activities will include, but are not limited to the following:

a. Develop and administer a process for identifying and recruiting new members and ensuring that they are registered in a timely fashion.

b. Analyze the demographics of the current membership and recommend and implement steps to maximize retention of those members.

c. Serve as key contact person for members and prospects seeking information about membership categories, benefits, dues, etc.

d. Help ensure that current members participate in the chapter's social, musical, and professional development programs.

e. Take an active role in ensuring that all chapter members are welcomed cordially at meetings and integrated seamlessly into the fabric of the chapter.

f. Set the standards for hospitality and teach them to others.

g. Send National and Chapter membership applications to prospective members, as determined by the Executive Committee.

h. Serve as Director of the Membership Committee (Section VIII, Paragraph 7, of the Chapter Management Handbook).

i. Perform such other duties as are incidental to the execution of this office or tasks that the Executive Committee may direct.

*\*Please note that a chapter may find that combining the Registrar and with the duties of Membership Coordinator into one position to be more effective.*