

***Responsibilities of the Registrar.** The Registrar shall be custodian 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.)

- a. Assist members in gaining access to the AGO ONCARD system for renewal.
- b. Provide opportunities for chapter members to renew using ONCARD at chapter meetings.
- c. Distribute the AGO Membership Brochure to those interested.
- d. Understand and be able to retrieve records of the chapter membership from the AGO's Membership data base through the ONCARD system.
- e. Maintain appropriate and necessary contact with the ONCARD system as to support the chapter leadership.
- 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 Membership Coordinator into one position to be more effective. Either title can be used as long as all responsibilities are covered.*