

MEMBERSHIP SECRETARY / CONVENTION REGISTRAR JOB DESCRIPTION

- The Membership Secretary and Convention Registrar is normally elected at the Annual Meeting for a term of one year. Two years in the position is recommended.
- Both positions are normally held by one person.
- The Membership Secretary/Convention Registrar is a member in good standing of the CSD and agrees to work toward fulfilling the purposes of the Society.
- The Membership Secretary/Convention Registrar is a Director and is encouraged to contribute to the decision making process with personal suggestions and questions.
- The Membership Secretary/Convention Registrar may be empowered by the Board of Directors to carry out his/her affairs of the Society generally under the supervision of the officers.

Membership Secretary Duties Include

- Maintains CSD Membership tracking, including payment status.
- Stores Membership Data on USB, with a complete backup in a safe location at own discretion. Provide up-to-date Membership Data for Board reference at the Annual General Meeting.
- Participates in CSD Board meetings.

The membership secretary will maintain accurate membership records; will arrange for membership renewals; will respond to membership inquiries; will forward membership fees to the treasurer for deposit; will report regularly to the board of directors and will provide current overall membership lists to the board of directors and others as approved by the board of directors.

Convention Registrar Duties Include

Manages the registration of the CSD Annual Convention attendees on each day of the convention.

Assists in putting the convention welcome packages together.

Participates in CSD Board meetings.

Assists with the coordination and running of the annual CSD Convention.

Reasonable expenses for supplies or services incurred will be reimbursed. Submit receipts or statement to the CSD Treasurer.

Reasonable expenses for travel to attend CSD Board meetings will be reimbursed. For travel by personal vehicle, gas expenses are reimbursed.

The Membership Secretary/Convention Registrar will receive free registration, accommodation, meals and parking at the Annual Convention/Annual Meeting.

The Membership Secretary/Convention Registrar may receive special rates for CSD sponsored workshops.