

## **POSITION DESCRIPTION: Registrar**

**Skills:** Creative, analytical thinking, organized, attention to detail, good communication. Experience in genealogical research is critical. DNA knowledge is helpful.

**Frequently used software/systems/apps:** DAR GRS and e-Membership, FamilySearch.org, Microsoft Word (i.e., word-processing software), Excel, Debbie's Lineage Research Corner, web access to state indexes, PDFX.

**Subscription software needed:** Ancestry.com, Dropbox, Newspapers.com

### **DAR Resources:**

Genealogy Guidelines, Parts One/Two/Three and all other guides/examples/forms listed on Registrar General webpage

<https://www.dar.org/members/forms-publication-category/reg>

Genealogy Education Program 1/2/3/4 and Registrar Training Course

<https://www.dar.org/members/applications-supplementals/genealogy-education-programs-gep>

*DAR Handbook, DHB-2000* "Membership," pages 49-68 and "Chapter Registrar," pages 198-200, in June 2022 revision

<https://www.dar.org/sites/default/files/members/darnet/forms/DHB-2000.pdf>

New Registrar's Guide to DAR Websites

<https://www.dar.org/sites/default/files/members/darnet/forms/RGG-7000.pdf>

### **DUTIES per Bylaws:**

The Registrar shall upon transfer out of the chapter, send the required papers in accordance with instructions of the National Society. (Note: Required actions take place systemically for members who've joined since 2009.)

### **DUTIES per Standing Rules:**

The Registrar shall:

- a. ensure application papers are in the proper form and accompanied by the applicant's personal check, made payable to the chapter for application fees, national, state and chapter dues.
- b. update e-membership regarding change in status of members of the chapter including name, address, transfer, resignation or reinstatement, marriage, divorce or death;
- c. notify the Regent, Recording Secretary, Corresponding Secretary, Treasurer and new member of acceptance to membership;
- d. upon transfer out of the chapter, forward required papers in accordance with instructions of the National Society;
- e. upon acceptance or rejection by NSDAR, return to the applicant all personal documents, applications and papers.

**Most Frequent Contacts:**

Primary	Prospective Members Membership Chair Assistant Registrar Chapter Regent
As needed	State Registrar
As requested	Executive Board Chapter Members

**Timing of Work:** Requests for assistance from prospective members occur throughout the year. The Prospective Member Database (PMD) routinely includes 20-30 women who have expressed an interest in DAR membership, with as many as eight files being active at one time. Since 2015, new-member applications have been 10-16 per year. For the first eight months of 2022 (Jan-Aug), 19 applications were filed.