



PACIFIC NORTHWEST ASSOCIATION OF MASTERS SWIMMERS

Board Position Description

Position title	PNA Registrar	
Start date / End date or Term length	Ongoing	Appointed position
Estimated hours/days required per month	12–24 hours per month	
Reports to	PNA President	
Direct Reports	none	
Role overview and purpose, and how it relates to the organization’s mission		
<p>The Registrar is a vital position to the PNA LMSC and to U.S. Masters Swimming. The Registrar is responsible for processing both Club and Member new memberships and renewals, and responding to inquiries from Members, Potential Members, Clubs, Potential Clubs, LMSC officers, and the National Office in a timely manner.</p>		
Key responsibilities		
<ul style="list-style-type: none"> • Process PNA Club registrations and USMS swimmer registrations for each calendar year. All Clubs and swimmers MUST register each year. Workout groups may also register. <ul style="list-style-type: none"> ▪ Develop and send out renewal information to clubs and individuals ▪ Register new swimmers as well as re-registering existing swimmers as the registrations come in ▪ Keep track of online registrations and sending information to Clubs ▪ Process any paper registrations, and filing them in membership archives ▪ Register new Clubs as well as existing Clubs as the registrations come in ▪ Process transfers and “one event” registrations ▪ Respond to any membership “notes” submitted via the membership ▪ Print and mail USMS cards to all swimmers who request them ▪ Updating USMS database for member changes (address, email, phone, etc.) • Forward checks from individual and Club registrations to the PNA Treasurer for deposit into the bank account. In many cases, for logistical reasons, the Registrar may deposit checks and provide a detailed deposit summary to the PNA Treasurer • Communicate occasionally via phone and/or email with swimmers, Club reps, PNA Board members and USMS National Office • Provide prompt responses to email and phone requests • Communicate with the PNA webmaster to keep Club registration forms and contact information up to date • Correspond with Club contacts, coaches, members, PNA volunteers and the National Office about questions from members • Take care of demographic discrepancies that may arise with the USMS National Office • Work with new Clubs wanting to register and get approval for Club abbreviations from the USMS National Office • Provide regular reports to PNA officers and to clubs on new members, renewals, and statistics related to PNA membership 		



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Key deliverables
<ul style="list-style-type: none"> • Ensure paper registration forms (Annual and One Event pool/open water) are updated and posted on PNA website by Oct. 31 of each year • Ensure all Club contacts have processed their USMS Club renewals and confirm that the final Club list is synchronized with LMSC registration forms by Oct. 31 • Ensure renewal communication is made to all current members during November and December • Prepare and mail requested registration cards in a timely manner • When necessary, make bank deposits at least monthly and provide detailed information to Treasurer • Prepare Registrar’s Report to be reviewed during PNA meetings • Provide member information to LMSC Chair or Club Presidents upon request
Recommended skills, experience and attributes
<ul style="list-style-type: none"> • Must have access to a computer with internet access and a printer • Must have an email address • Preferred computer skills include using Excel spreadsheets, saving files, emailing files to others • Ability to be responsive to email requests and questions • This is an ongoing, year-round job with the busiest time from November to January each year • Working knowledge of USMS registration software
Recommended training
<ul style="list-style-type: none"> • Review questions or concerns with National Office contacts • Attend USMS annual meeting at USAS Convention and the LMSC Workshops, tutorials, and Registration Committee meetings held there
Benefits for the volunteer
<ul style="list-style-type: none"> • Regular interaction with the membership
Benefits to USMS
<ul style="list-style-type: none"> • Local, frontline contact for Club and Membership questions and concerns
Other suggested requirements of the role
<ul style="list-style-type: none"> • Succession planning to recruit a capable successor for handling Registrar’s role and responsibilities