

ZONE 33
ROTARY LEADERSHIP INSTITUTE
REGISTRAR JOB DESCRIPTION/DUTIES



1) Positional

- a. Appointed by the Zone 33 RLI Board
- b. Non-voting Delegate to Zone 33 RLI meetings
- c. Serves one to three year terms, subject to reappointment by the RLI Board

2) General Description

- a. Oversees the registration process for all Zone 33 events
- b. Maintains the ABC signup database
- c. Assists Rotarians with registration issues in a timely manner
- d. Work with District Chairs/Regional Coordinators on registration issues
- e. Work with treasurer on registration payment issues, credits, refunds, etc.
- f. Monitor registrations for each event to insure accuracy in reports
- g. Provide reports to District Chairs/Regional Coordinators if asked
- h. Open/Close event registrations per instructions from Regional Coordinators
- i. Help train District Chairs/Regional Coordinators on how to use ABC signup