



# Troop 479 Registrar

**Position Title: Registrar**

**Reports To: Recruiting Coordinator**

**Key Linkages: Scoutmaster, Committee Chair,  
Webmaster, Treasurer**

**Direct Reports: none**

**Job Responsibilities:**

1. Coordinate completion of all necessary paperwork by new scouts and scouters joining the troop.
2. Coordinate filing all completed applications at headquarters.
3. Coordinate Troop re-registration in December of each year.
4. Maintain an up-to-date Troop roster.
5. Verify the status of the Troop roster once per quarter.
6. Publish a Troop roster update to the Scoutmaster and Committee Chair at the time of verification.
7. Maintain a supply of necessary registration forms at every scout meeting.