

Area Registrar Volunteer Position Description

Accountable to the Area Commissioner, the Area Registrar ensures that youth and adults are registered promptly in MyScouts Registration System by assisting Group Registrars.

Responsibilities:

- Enter Area Level volunteers into MyScouts
- Assist Group Registrars by:
 - Promote an active Spring pre-registration program in the spring for returning members as well as the fall registration program.
 - Answer registration enquiries from Group Commissioners, members and the general public.
 - Work with the Council office to find a place for all prospective members.
- Report to the Area Commissioner regularly on the membership status of the Group.

Area Quartermaster Volunteer Position Description

Typical roles and/or responsibilities include but are not limited to:

- ✚ Maintains a list of all available equipment for Groups to borrow.
- ✚ Allocates equipment equally over all Groups.
- ✚ Organizes the repair of equipment.
- ✚ Recommends what needs to be fixed, what does not, what can be sold to provide a better balance of equipment.
- ✚ Ensures adequate storage and access to equipment.

