

California Alpine Club  
**Volunteer Information**

## **CAC Registrar**

*The California Alpine Club, established in 1913, is a large and active social club. CAC is also a state of California non-profit corporation and an all volunteer-run organization ... without your help we would cease to exist! • Because volunteer leadership changes on a regular basis these Volunteer Position documents are not meant to be a set of rules, rather they are “best practice” guides; a collection of vital information for new incumbents written by the experienced and meant to be updated from time to time by you to reflect reality. Call it institutional memory; it is our memory. Thank you for your service!*

*The Registrar shall:*

Familiarize yourself with the CAC website at <http://www.calalpineclub.org>. Help to ensure that all Web-published information regarding and/or affecting your position is kept up-to-date.

### **1) Maintain the Data Base of Members**

Name, address, contact info, type, status, and other data as may be necessary. Enter new member data as provided monthly by the Membership Chairperson. Assure that the data is properly backed up, recoverable, and secure.

### **2) Execute the Annual Dues Renewal Campaign**

Generate the Annual Dues Letter, and provide for its printing and mailing. Collect returns, update the database, and forward moneys and tally to the Treasurer. Generate a Second Notice Letter as necessary and process returns as for Annual Dues Letter.

### **3) Report to the Board of Directors as necessary**

Provide membership counts and statistics plus analysis of memberships. Should be addressed at quarterly meetings at a minimum. Attending the quarterly meetings is advisable and other meetings as possible.

### **4) Provide analysis of requirements for membership as necessary**

### **5) Interface with the Membership Chair**

Assure compliance with the ByLaws concerning membership.

### **6) Provide up-to-date rosters/counts as necessary to Trails editors.**

Provide the count and address list for printing necessary number of monthly Trails publication. Club Officers and general members may request rosters from time to time.

### **7) Broadcast Club Email**

Maintain an active email list. From time to time, it is desirable to send timely messages to club members who have email access. This can be triggered by a request from a member or on the initiative of the Registrar.

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**8) Contribute to Trails**

Write relevant articles about Registrar business, like notices to update bounced emails, trends in membership, and/or other topics of interest to the membership.

**Thank you for serving as CAC Registrar  
and for making our club stronger!**