



**South Lake County Agricultural Historical Society, Inc.**

**P.O. Box 847**

**Crown Point, IN 46308**

**[www.slcahs.org](http://www.slcahs.org)**

## **REGISTRAR**

Job Description

09/21/21

- Record all memberships
- Keep a record of all members mailing addresses, emails and contact information
- Take attendance at meetings
- Notify all members of meetings
- Keep an accurate record of all events
- Collect all publicity and photos about the organization
- Use the Clubs electronic program to house all information on members
- Use the Post Office Box as the official address of the organization