

**DISTRICT 5**

**REGISTRAR DUTIES**

As Per District 5 Guidelines  
Revision I: October 11, 2021 (Pgs. 8 & 9)

**Article VII. Duties of District Officers**

**D. Registrar**

1. Maintain accurate records of District Groups and G.S.R.s including name, address and telephone number of all Group officers and G.S.R.s.
2. Attend all meetings of the District 5 Committee and the District 5 Steering Committee.
3. Attend all Area Service Committee meetings, Area Assemblies, the Servathon, the Pre-Conference workshop, and the Foro de M.S.C.A.
4. Participate as a member of the District Steering Committee and Area Assembly.
5. Participate as a member of the District Election Committee.
6. Work closely with D.C.M.s, the G.S.R. School Chair, Secretary, Treasurer and G.S.R.s to keep District Group records current.
7. Inform the D.C.M.C, Area Registrar, the G.S.O. Records Department and/or the Conference Secretary of changes in Group, or officer information, as necessary.
8. Inform new G.S.R.s of their Group name and number as it is currently registered with G.S.O.
9. Distribute and collect attendance sheets at District Committee meetings.
10. Distribute updated mailing lists to the D.C.M.C. and the Secretary as soon as feasible after each District Committee meeting.
11. Determine eligibility of members for election to District office.
12. Prepare and distribute a district election eligibility list, taken from Article VI. of these guidelines, at least two (2) District Committee meetings prior to the District election.
13. Review and verify the M.S.C.A. Secretary's List of Eligible Voters and submit to the D.C.M.C. for delivery to the Area Chair.
14. Maintain and publish the District 5 Roster.
15. Service Sponsor\* replacement to ensure an orderly transfer of responsibilities.

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