

Clan Macpherson Association
Registrar Post - Job Description

- Keeping the Association database of members up to date.
- Processing new membership applications.
- Implementing and processing annual membership renewals.
- Preparing a list of members who have passed away and presenting at the Annual General Meeting.
- Responding to queries and corresponding with members.
- Liaising with Branch Chairmen/Registrars/Secretaries and the CMA Treasurer.
- Presenting quarterly reports on membership to the CMA Council.
- Circulating links to the annual Creag Dhubh magazine and CMA Gathering information/booking form.
- Liaising with the editor, printers, membership and branches regarding printed copies of Creag Dhubh and supplying necessary addresses and shipping documentation.
- Circulating information to the membership as required by the Chairman/Council.

Further and more detailed information is available from Suzy Macpherson: cma.registrar@clan-macpherson.org