



**- CORRESPONDENCE COURSE REGISTRAR -
JOB DESCRIPTION**

Function	Appointee to the EAC Board Works under EAC Education Director To handle all administrative aspects of student registration for EAC correspondence courses To act as a liaison between students, counsellors and the Education Director
Length of Commitment	Minimum two-year term, to be extended in two-year increments upon Board invitation but this can be extended as this is an appointment, not an elected position
Duties	Respond to all inquiries regarding correspondence courses Accept student registration and registration fees, issue receipts for same and assign each student to a counsellor Copy all student materials for distribution: <ul style="list-style-type: none">• All lessons in Group courses, including course Evaluation forms for each student, are sent to the Group Leader• Lessons 1 and 2 of Individual courses are sent to the student; the remaining lessons, along with Evaluation forms, are sent to the counsellor for distribution as necessary to the student Maintain a file for each counsellor Put Group or Individual student information in Counsellor file Enter information on data sheet in file Enter information in Course Registrar Data in spreadsheet Submit registration fees, expense forms, receipts and counsellor payments to EAC Treasurer Advise Education Director when student requests a binder review. Education Director will arrange for counsellors' to review binder and will contact student to advise where to mail binder Maintain a master copy of all courses, forms and form letters, update as necessary

Reply to correspondence in a timely fashion
Prepare and submit reports for the semi-annual Board meetings to Education Director
Keep Education Director informed of concerns or problems

In final term:

Work with new appointee to learn position for a smooth transition

Time Commitment	12 or more hours per week Additional time as necessary to respond to correspondence, etc.
Meetings to Attend	None required, but may attend Board or Education Committee meetings at own expense, unless specifically requested by the Board
Skills Required	Excellent communication skills, tact and diplomacy Excellent organizational skills Word processing skills; home computer, email, Microsoft Office and Excel programs
Skills Developed	Detailed knowledge of the operation of EAC, including Education Committee Opportunity to become involved with decision-making Interpersonal skills working with a national Board member

CORRESPONDENCE COURSE REGISTRAR - TIMELINE

January

February

March

April Prepare and submit report to Education Director for May Board meeting

May

June **At end of term of office:**

- Update Job Description
- Forward the Correspondence Course Registrar files to replacement at end of month

July

August

September

October

November

December

Ongoing As outlined in 'Duties'
Maintain files and Excel Data

Duplicate teaching materials as necessary
Reply to correspondence in a timely fashion
Submit expense forms to treasurer regularly