* Responsible for monitoring and keeping up to date RAMP
* Responsible for making sure all paperwork including but not limited to registration forms, record checks, child intervention checks are complete, current and up to date.
* Responsible for advertising and promoting Leduc Lacrosse Club
* Required to attend all registration events
* Point of contact for any families interested in registering with Leduc Lacrosse Club
* Responsible for submitting registration list to applicable board members
* Responsible for letting the board know of withdrawals, and if cheques need to be cashed communication with the Treasurer re volunteer
* Signing officer along with the Treasurer and President
* In charge of necessary Insurance and all liability claims
* Processes club release requests once approved
* Responsible for checking the [registrar.leduccrush@gmail.com](mailto:registrar.leduccrush@gmail.com) and return emails and inquiries in a timely manner.
* Attend all board meetings. Three consecutive absents without valid reason will result in dismissible actions.
* Speak positively about The Leduc Lacrosse Club.
* Keep sensitive matters brought to the board private.
* Take your responsibilities seriously; we are the communication link to the families in our League. If we are not sending emails, making and returning phone calls and getting out pertinent information, our families are left feeling that as a board we are disorganized, not a reputation we want to proceed us.

By signing this document you are agreeing to fulfill these commitments for the duration of the 2026 season. In addition, please note that if the majority of the board agrees that you are not fulfilling your responsibilities you may be asked to step down.

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Signed Name Printed Name

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Date Registrar Signature