

Registrar Responsibilities and Shed Procedure

- Be responsible to the OOD/Volunteer Coordinator
- Organise registration sheets and receipt books.
- Record participants names
- Issue receipts for sailing and food donations.
- Reconcile funds and complete the reconciliation sheet at the end of the session.
- Check the float.
- Prepare food as necessary and operate the barbecue.
- Store drinks in the fridge
- Wash utensils at the end of the session
- Ensure that the preparation area is clean
- Check that the barbecue is turned off and cleaned at the end of the session.
- Ensure the urn is unplugged at the end of the session.
- Organise for the washing of tea towels