

DUTIES OF CHAPTER REGISTRAR

The Chapter Registrar shall:

1. Read and learn the NSSAR Genealogy Policies and Application Preparation Manual
2. Review each new member application for completeness, correctness and accuracy. Upon determination that all forms are proper and all required documents are present, forward it to the TNSSAR Registrar for action and forwarding to the State Secretary.
3. Notify the applicants of discrepancies with pending applications and work with the applicant or sponsors to correct any discrepancies in a timely manner.
4. Work with the State Registrar to get applications approved in an expeditious manner.
5. Assure that the proper fees accompany the applications that are sent to the State Registrar for transmittal to the State Secretary.
6. Assist the Chapter President as needed to develop a successful recruitment program.