

DUTIES OF STATE REGISTRAR

The State Registrar shall:

1. Review each new member application and supplemental application for completeness, correctness and accuracy. Upon determination that all forms are proper and all required documents are present, sign the application and forward it to the TNSSAR Secretary for action and forwarding to the Registrar General NSSAR.
2. Notify the sponsoring Chapter's Registrar (or sponsors) of discrepancies with pending applications and work with the Chapter Registrar (or sponsors) to correct any discrepancies.
3. Work with the Genealogist General and Staff Genealogist to get applications approved in an expeditious manner.
4. Assure that the proper fees accompany the applications that are sent to the State Secretary for transmittal to the National Society for their review.
5. Upon receipt of the Registrar's copy of the transmittal form from the State Secretary indicating the final approval by the National Society of a member's application. The State Registrar does not have file folder provided by the State and has never seen one. See comment below. It is redundant to accumulate the extra paperwork once the application has been approved. If it is felt necessary to retain the worksheet, they can be handed over to the State Historian. Since we should be trying to find better ways of maintaining and accessing our records, it would be more efficient to store all electronically.
6. Submit to the Board of Governors a quarterly report on the status of new applications, new members, new supplementals pending or approved for this Society.
Note that these reports may be made jointly with the State Secretary.
7. Perform other duties which may be assigned to him by the State President or the Board of Governors.

Point of discussion: The State Registrar only maintains working copies of an application and never receives a copy of the approved application. All of his information on status of an application is derived from the weekly NSSAR Application Status Report. The State Secretary receives a record copy of each approved application from NSSAR. It is my recommendation that the State Secretary retain one copy of each approved application and turn them over to the State Historian at each BOG meeting. The State

Historian can then file or save in the best current electronic media. This will make for better accessibility and require less storage space.