

## **Job Description**

### **House Registrar**

The House Registrar maintains an updated list of homes available for private Newcomers events.

#### **Responsibilities:**

- Continually update the House Registry and confirm that listed homeowners and renters have current addresses and contact information and are still willing to offer their home for events.
- Verify that each homeowner or renter has agreed to adhere to Club policies.
- Ask homeowners/renters to confirm that they have liability insurance and will provide a safe environment for Newcomers.
- Serve as a liaison to Committee chairs in search of homes that meet their event requirements.
- Provide homeowner/renter feedback to the Board when appropriate.
- Attend monthly Board meetings and report on status of inventory of available homes.