

B.E.S.O.



*Bilingual/ESL Education
Student Organization*

The Registrar & Scribe (R & S) Officer duties:

1. Chair the Registrar Committee.
2. Keep and communicate records of all general meetings to members.
3. Keep records of executive meetings as requested by the Executive Board.
4. Prepare and maintain updated information of all members in the organization.
5. Create and update the amount of B.E.S.O. Points for all members.

*The R & S or commonly known as the Secretary has currently changed to the title of Records Officer. The officer title created some confusion this year, in regards to the role and responsibilities of this officer; thus it has been temporarily been changed to Records Officer as it better represents the position's responsibilities.

Registrar Committee:

The Registrar Committee shall be chaired by the R & S Officer. Its primary purpose is to keep track of member information. Its responsibilities include but are not limited to: updating member information, updating the roster and organization email contacts to match the roster, keeping record of volunteer points for each member as well as making them aware of their current point count, and having constant communication with the Treasurer and its committee to ensure that all members have paid their dues.