

SECTION 1.05**STATEMENT OF DUTIES AND RESPONSIBILITIES****REGISTRAR**

The ASRA Registrar will undertake to carry out the duties listed below, for which he shall be responsible to the Operations Manager, and the ASRA Board.

1. Maintain an accurate and up to date database of the ASRA membership.
2. Maintain an accurate and up to date database of the issue and renewal of ASRA Pilot Certificates and the ratings and endorsements attached thereto.
3. Maintain an accurate and up to date database of the Medical Declarations or Certificates held by the holders of ASRA Pilot Certificates.
4. Advise the Operations Manager immediately of the failure of the holder of an ASRA Pilot Certificate to comply with the requirements of this Manual regarding the renewal of his ASRA Pilot Certificate, Medical Declaration or Medical Certificate.
5. At the request of the person responsible and at the intervals specified, provide details of the databases maintained for inclusion in the ASRA Combined Database.
6. Process membership application, and membership renewal forms and issue membership cards.
7. Liaise with ASRA's Board and members.
8. Ensure all members' documentation is filed.
9. Send out reminder letters to members whose membership has lapsed.

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