

ROLES & RESPONSIBILITIES

ONLINE ACTIVITY REGISTRATION OFFICER

(Currently using FLOKTU)

- Set up FLOKTU sites for activities with correct details provided by Activity Co-ordinators and Convenors when required.
- Liaise with Treasurer to confirm who has paid.
- Provide lists of people registered for activities for Co-ordinators and Convenors at Committee Meetings and General Meetings, noting who has paid.
- Co-ordinators and Convenors are required to chase non-payers before their events.