



hebridean sheep society

Registration Secretary Job Description

The Registration Secretary is appointed by the Trustees on a fixed term contract of duration deemed appropriate at the time. The duties of the Registration Secretary are:

1. to receive and verify sheep registrations from member flocks and issue Society registration documentation and ear tags, on payment of the appropriate fee.
2. to maintain and backup a computer database of all pedigree registrations.
3. to record transfers of ownership of sheep, on payment of the appropriate fee and to issue transfer certificates.
4. to supply members with pedigrees of sheep, on payment of the appropriate fee.
5. to publish annually a flock book containing all registrations made during that year.
6. to be responsible for all money paid to the Society in connection with sheep registrations and to administer these funds, which shall be paid into a bank nominated by the Trustees in the name of the Society.
7. to prepare annual registration accounts for auditing by the Society's Auditor.
8. to maintain a rolling programme of flock inspections by the Society's inspectors, including an appeals procedure, in order to verify that registered sheep fall within the Breed Description and that record keeping and animal identification are being carried out in accordance with the Society's policy.
9. to maintain notes describing the whereabouts and access paths for all Society data and documentation held as Registration Secretary and to ensure that these notes are given to two other trustees.

Approved by Trustees
February 2016

