



Registrar Job Description

Objectives

The Registrar is the membership and competition administration officer of the club. Coordinates between members, the committee and outside agencies in relation to all member registrations.

This is an ELECTED position with voting rights on all board issues.

Responsibilities and Duties

- Attend all regularly scheduled meetings
- Collate and maintain members registration as a database which includes contact details, membership type and date membership fees paid
- Club owner for BA membership web site
- Liaise with the Treasurer to ensure all members are financial
- Work with the VP Juniors and VP Seniors to assemble the teams at the beginning of season
- Work through with parents coaches & managers with placement problems
- Prepare & distribute Training Ground Schedule
- Ensure coaches are up-to-date with Coaching Accreditations & maintain register
- Generate team information for the coaches and managers books (distributed September)
- Update & maintain TeamApp: team lists, links to RHBL draws, links to RHBL Standings
- Liaise with the Webmaster to ensure updates to the web site are made in a timely manner
- Manage all WWCC obligations of club: maintain register & provide information to RHBL
- Ensure legally mandated & BA, BNSW, RHBL, PCBL roles are filled: Child Protection, MPIO
- Provide the President with the required information to book the fields at the beginning of the season (Summer: July using membership numbers from prev season; Winter: March)

Relationships

- Reports to the Committee of the Club
- Provides information to the Associations & governing bodies as required
- Assist parents & players with any team placement concerns

Accountability

The Registrar is accountable to the President and the Committee

Knowledge and Skills Required

Ideally the Registrar is someone who:

- Can communicate effectively
- Has a good knowledge of basic computer packages (email, word and excel)
- Interested in advanced computer packages (excel)
- Has a pleasant manner, patience, a problem-solving ability and is dependable

Period of Appointment

The Registrar is appointed for one term (March to March) and can serve a maximum of three terms (up to 8 if there are no other candidates).