

Registrar Position Summary

Position:	Registrar
Remuneration:	This is a volunteer position. Reimbursement policies apply where appropriate.
Hours:	
Start Date:	
Term:	

Purpose

The role of the registrar is to supervise and be responsible for the proper registration of all members. This involves all elements of the registration process, including the setup of PlayHQ registration forms, the conduct of registration/information days and the proper recording of individual details.

Responsibilities

- Setting the registration period each year and once approved by the committee promoting this to previous members and general public
- Set up all competitions and registration forms in PlayHQ
- Provide team reports when required to other executive (eg grading coordinator, umpire coordinator)
- Taking responsibility for the compilation of the membership and insurance reports
- Managing the de-registration process for players on request from teams/clubs.
- Develop and maintain strategies for the ongoing expansion of the membership base
- Develop a proposal for membership fees each season, in conjunction with the Treasurer
- Follow up with members from previous years who have not re-registered
- Complying with the Privacy Act regarding all membership information
- Ensure members are registered via PlayHQ for all competitions
- Maintain a register of teams and players

Skills Required

- Good planning and organisational skills
- Good communication skills
- Well-developed computer skills

Pre-Requisites

- First Aid Certificate
- Must have experience working with children
- Must be able to demonstrate an understanding of appropriate behaviours when engaging with children
- Must be able to provide evidence of a valid and current NSW Working With Children Check