



JOB TITLE:	REGISTRAR	JOB CATEGORY:	VOLUNTEER
REPORTS TO:	Executive and General Members		
POSITION TERM:	1 Year		
TIME COMMITMENT:	Click here to enter text.		
APPLICATION TYPE:	Nominate to AGM for vote		

JOB DESCRIPTION:

OBJECTIVE

- Effectively manage and administer the Club ‘s membership. This may include close liaison with Netball Queensland through their database system.

RESPONSIBILITIES

- Develop and maintain strategies for the ongoing expansion of the membership base
- Develop proposal for membership fees and arrangements for the upcoming season for consideration by the General Committee
- Ensure all membership fees are collected in a timely and efficient manner in conjunction with the Treasurer
- Work with the Treasurer to ensure all applicable fees are paid to the Club’s affiliated body
- Process registrations as required by all members
- Provide the committee with recommendations for improvements to membership practices for consideration
- Where applicable, provide membership packages to all members including Life Members
- Provide all members details to the Secretary to maintain in the relevant database systems
- Implement Privacy Act regarding all membership information
- Maintain member details as required through the Netball Queensland database system
- Where applicable manage all Policies and Procedures in relation to Registration and Fixtures
- Coordinate club representation at Carnivals

KNOWLEDGE/SKILLS

- Computer literate
- Good communication skills
- Well organised and able to work under pressure, especially at the beginning of each season
- Report writing skills for General Committee reports
- Knowledge of the Club membership packages and external requirements (eg: NQ capitation fees etc)
- Ability to learn a registration database system

PERSONAL ATTRIBUTES

- Well organised and able to work in an orderly manner.
- Be able to relate to a diverse group of individuals



- Ethical, honest, and trustworthy
- Dedicated association person

OTHER

- Must have a Working with Children Card (Blue Card)
- Eligible for a National Criminal Police Check
- Must be a registered member of Netball Queensland

NOTES:	For further information regarding this position please contact rochedalroversnc@gmail.com		
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APPROVED BY:	Click here to enter text.	DATE:	Click here to enter a date.
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