



Kingsway Sports Complex
Skeit Road Madeley
PO Box 1338 Wangara 6947
ABN 18 475 614 383

JOB DESCRIPTION FORM - REGISTRAR

Works in conjunction with :

Other Portfolios - President ; Secretary ; VP's

External to Committee - BWA ; Members

Responsibilities and Duties :

The Registrar should:

- ◆ In conjunction with the Secretary, maintain a database of Playing Members of the Club
- ◆ Send Registration forms and other info out to Club members as requested by Committee
- ◆ Oversee the Club Registration Days
- ◆ Provide the Secretary with a copy of the player register when requested
- ◆ Aid in the setting of Playing fees each season
- ◆ Present a report at each committee meeting
- ◆ Be familiar with the Club's constitution, By-Laws and Policies
- ◆ Register all players with BWA
- ◆ Assist the Secretary with updating the Registration form as required
- ◆ Keep a tally of number of games each player has played each season

Knowledge and Skills Required :

Ideally the Registrar is someone who:

- ◆ Can communicate effectively
- ◆ Is well informed of all organisation activities
- ◆ Good computer skills (word and excel)
- ◆ Knowledge of operating a data base
- ◆ Can maintain confidentiality on relevant matters
- ◆ Ability to be able to facilitate some duties during business hours if required