



Westlawn Tigers Football Club Position Description – Registrar/Administrator

JOB TITLE:

Registrar / Administrator

OBJECTIVE:

To manage and administer the club's membership in an effective and efficient manner. This includes close liaison with Football Federation Australia through the MyFootballClub database system.

RESPONSIBILITIES:

- Develop and maintain strategies for the ongoing expansion of the membership base of the club.
- Develop proposal for membership fees and arrangements for the ensuing season for consideration by the General Committee.
- Liaise with team coaches and team managers to ensure all membership fees are collected in a timely and efficient manner in accordance with club payment policies.
- Provide the committee with recommendations for improvements to membership practices for consideration prior to the Annual General Meeting.
- Provide membership packages to all members.
- Provide all members' details to the Secretary to maintain the club database.
- Follow up with a reminder letter to those members from previous years, who have not renewed their membership.
- Understand NNSWF MyFootballClub system and attend 'System Training' session at the beginning of the season or as required by NNSWF or the club.
- Liaise with NNSWF as required to keep accurate club contact details (President, Secretary, Treasurer) using the MyFootballClub system.
- Implement Privacy Act regarding all membership information.
- Assist the club and NNSWF to promote and implement the self-registration option via MyFootballClub.
- Check club registrar email address on a daily basis for updated Registration information.
- Process registrations via MyFootballClub as required for members (players, volunteers, coaches etc).
- Maintain member details as required by MyFootballClub.
- Be one of several signatories – two on each club cheque.
- Order Trophies for junior and senior presentation days, including all team trophies (Best and Fairest, Coach's Award and Players Player), long service awards, stepping up into senior awards, Club Person of the year, Manager of the Year and Coach of the Year Awards, Year Plaques, Under 6 to Under 9 Medallions, Years of Service Plaques as well as other special club awards including perpetual trophies.



RELATIONSHIPS:

- The Registrar/Administrator reports to the President, Secretary, Treasurer and General Committee.
- Liaises with NNSWF Operations Department and Finance Team.
- Will have a close relationship with team coaches and team managers.

ACCOUNTABILITY:

- The Registrar/Administrator is accountable to the President, Secretary and Treasurer.

The estimated time commitment required as the Registrar/Administrator is up to 2 hours per week. This will be increased at the beginning of the season.

ESSENTIAL SKILLS:

- Computer literate in the various Microsoft applications.
- Good communication skills.
- Passionate about the club and dedicated to improving club practices.
- Well organised and able to work under pressure, especially at the beginning of the season.
- Financial skills/knowledge.
- Report writing skills for General Committee reports.
- Knowledge of the club membership packages and external requirements (FFV membership fees etc).