

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 the Club Treasurer, AWFA Registrar & Recorder, Football Federation Victoria through the PlayFootball database system. www.playfootball.com.au

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.
- Provide the committee with recommendations for improvements to membership practices for consideration prior to the Annual General Meeting.
- Provide membership packages to all members, including life members.
- Provide all members' details to the Secretary/Treasurer to maintain the club database by activating them as administrators in PlayFootball.
- Follow up with a reminder letter to those members from previous years, who have not renewed their membership.
- Understand FFV Play Football and AWFA system and attend 'System Training' session at the beginning of the season or as required by FFV or the club.
- Liaise with FFV as required to keep accurate club contact details (President, Secretary, Treasurer) using the PlayFootball system.
- Implement Privacy Act regarding all membership information.
- Assist the club and FFV to promote and implement the self-registration option via PlayFootball.
- Check club email address on a daily basis for updated Registration information.
- Process registrations via PlayFootball as required for members (players, volunteers, coaches etc).
- Maintain member details as required by PlayFootball.
- Collect, check and send team sheets to AWFA registrar after each home game before 6pm. (Fines are in place).

RELATIONSHIPS:

- The Registrar/Administrator reports to the President, Secretary, Treasurer and General Committee.

- Liaises with AWFA Registrar and Resources, FFV Registration Team, Competitions 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).