



# Mount Colah Football Club

## Position Description – Registrar (Executive Committee Member)

### JOB TITLE:

Registrar

### OBJECTIVE:

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

### RESPONSIBILITIES:

- Develop and maintain strategies for the ongoing expansion of the membership base of the club.
- Develop proposal in consultation with treasurer 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.
- Ensure life members receive their memberships prior to the commencement of the season.
- Ensure an accurate member/player data base is maintained.
- Understand FFA MyFootballClub system and attend 'System Training' session at the beginning of the season or as required by NSFA or the club.
- Keep accurate club contact details (Committee members, coaches and managers) using the MyFootballClub system.
- Implement Privacy Act regarding all membership information.
- Assist the club and FFA to promote and implement the self-registration via MyFootballClub.
- Check club 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.
- Maintain Working with Children Check database and member protection documents.
- Attend monthly committee meetings and provide a report if required.
- Attend monthly executive meetings.

**RELATIONSHIPS:**

- The Registrar reports to the President, Secretary, Treasurer and General Committee.
- Liaises with NSFA Registration Team, Competitions Department and Finance Team.
- Will have a close relationship with team coaches and team managers.

**ACCOUNTABILITY:**

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

The estimated time commitment required as the Registrar/Administrator is up to 2 hours per week plus meetings. This will be significantly 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 (FFA membership fees etc).