



Office Bearer

Position Description

Registrar

The Registrar is responsible for the proper registration of all members within the club. This involves all elements of the registration process, including the conduct of sign-up days and the proper recording of individual details and maintaining up to date records for each member. Assisting members with their registration to the governing bodies if required.

The Registrar reports directly to the President and members of the Byford Bushrangers Inc.

The Registrar is elected by the members by nomination at the Annual General Meeting, or by committee vote at a general meeting if the position is deemed vacant. The Registrar has full voting rights on all matters.

Responsibilities and Duties

The Registrar should:

- Assist committee in review of membership fees and arrangements for the ensuing season for consideration
 - Prepare, update and circulate membership documents as required
 - Ensure membership forms are completed correctly for each member
 - Update details of existing members where required
 - Liaise with divisions to develop team lists
 - Process Transfer applications
 - Enter team into relevant associations
 - Process registrations with appropriate associations as required
 - Provide the committee with recommendations for improvements to membership practices for consideration prior to the Annual General Meeting
 - Provide regular updates to coaches for their records
 - Assist with development of strategies for the ongoing expansion of the membership base of the club
 - Manage Player game counts
 - Prepare list for player medals
 - Provide regular updates at general meetings regarding the current status of membership numbers
 - Manage committee and/or executive meetings in line with the position hierarchy
 - Attend all Committee members
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Knowledge and Skills Required

Ideally the Registrar is someone who is:

- Well organised
- Knowledge of the club membership packages
- Able to allocate regular time periods to maintain the books
- Able to keep good records
- Able to work in a logical orderly manner
- Moderate computer knowledge, including Microsoft office
- Hold or willing to apply for a current volunteer “working with children” check (if relevant)
- Have a good working knowledge of the constitution, club rules and by laws, policies and procedures as well as the duties of all office holders

If at any stage the Registrar becomes aware of a personal conflict of interest, real or perceived between themselves and the club, they should immediately notify the President of the conflict who will immediately inform all other committee members.

The estimated time commitment required as the Registrar of the club is approximately;

Preseason

-10 hours per week

Mid-season

-5 hours per week

Post season

-5 hours per week

The Treasurer is appointed for a term of 12 months or by special resolution.
