



Last updated October 2021.

Job Title: Registrar

Reports To: Executive Committee

Key Skills & Abilities:

- Effective communication ability, listening to feedback and views of members and other interested parties.
- Good working knowledge of the organisation's rules, constitution etc.
- Well-developed decision-making skills.
- Ability to negotiate successfully between clubs and members as required.
- Ability to manage people.
- Can maintain confidentiality on relevant matters.
- A positive role model and competent public speaker.

Responsibilities & Duties:

- Set up registration for all competitions including pricing.
- Attend meetings.
- Respond to queries about registration in a timely manner.
- Placement of teams into correct divisions.
- Create draws for all competitions.
- Enter scores for each games result.
- Make sure all players that are in each team are registered in current competition.
- Set up NetSetGo program registration.
- Liaise with grades regarding grading.
- Assist clubs with registration issues in a timely manner.
- Liaise with treasurer regarding registration payments from clubs.

Time Required: Up to 20 hours per week

Other Requirements of the Role

- ☐ Induction Training
- ☐ Police Check
- ☐ Working with Children check